Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

5 March 2025

DIVISION MEMORANDUM
No. ___144___, s. 2025

SUBMISSION OF ACCOMPLISHED E-IPCRF OF TEACHERS FOR SCHOOL YEAR 2024-2025

TO: Asst. Schools Division Superintendent
Chief Education Supervisors (SGOD and CID)
Public Schools District Supervisors
All School Heads
Administrative Officer V
All Others Concerned
This Division

1. Pursuant to **DepEd Memorandum No. 017, s. 2025 re:** *Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2024-2025,* the finalization of the Individual Development Plans of teachers will be after the last day of classes.

2. In connection with this, all schools must upload and submit the accomplished eIPCRF tools of individual teachers after the performance evaluation, starting from the end of the 4th Quarter until the first month of the opening of classes for the next school year (from April 15, 2025 to June 2025).

3. The printed copy of IPCRF with a Summary of Ratings will be submitted to the division office personnel, while the Summary of Development Needs will be submitted to SGOD-HRDS on or before June 15, 2025.

4. All **ratees (teachers)** shall *use the official Excel-based electronic IPCRF* tool in inputting IPCR data for SY 2024-2025. Before finalizing the eIPCRF tool, the **Rater and Approving Authority** shall verify the ratings encoded by the Ratee.

   After finalizing the eIPCRF tool, ratees shall submit it to the school head.

5. School Heads or non-teaching personnel assigned shall upload individual teachers' accomplished and finalized eIPCRF tools in the system.

6. To upload and submit, access the online eIPCRF collection and consolidation system at eipcrf.deped.gov.ph using only the official school email account registered in the system.

7. By default, school email accounts registered in the system are school ID-based (SchoolID@deped.gov.ph) For example: 123456@deped.gov.ph.

   For schools with extensions in their official school email accounts or with different email convention (example: mnhs.001@deped.gov.ph), they shall coordinate with the Division Information Officer (ITO) for registration of email accounts in the system.

   For schools that need to reset their school email account passwords, they shall coordinate with the Division ITO.

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Registration and access to the Online eIPCRF System shall strictly for official school email accounts ONLY. This is to avoid potential issues of accessibility in case of personnel (teachers, school heads, administrative officers) movement such as promotion, transfer, details, and others.

8. The division ITO shall manage the user accounts at the division level. As division accounts managers, they shall have the following system accessibilities:
   a. Registration of official school email accounts in the system
   b. Modification or updating of school account credentials
   c. Deletion of registered accounts when needed
   d. Generation of division summary of performance

9. All elementary and secondary schools shall have user access to the system to monitor the progress of uploading of eIPCRF of teachers and generate summary reports.

10. Schools unable to upload their teachers' eIPCRFs within the specific timeline due to technical issues shall email the Excel files in a compressed folder to helpdesk.rpms@deped.gov and submit printed copies of the eIPCRFs to their respective SDOs.

11. Please read DepEd Memorandum No. 017, s. 2025 for more details.

12. Immediate and widest dissemination of and strict compliance with this memorandum is desired.

For Schools Division Superintendent:

AURELIO A. SANTISAS, CESE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
NO ___ 144 ___ DATE 9|5|25
TIME A:31 BY ___

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