





Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

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**DIVISION MEMORANDUM**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors/ Division Coordinator  
Public Schools District Supervisor/ OIC-PSDSs  
Elementary and Secondary School Heads  
All Others Concerned

FROM:   
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent 

SUBJECT: **PREPARATION/ SUBMISSION OF THE INDIVIDUAL  
PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF  
TEACHERS FOR SCHOOL YEAR 2021-2022**

DATE: July 6, 2022

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1. In relation to the Unnumbered Memorandum DM-HROD-2022-1509 re: Instruction on the Submission of the IPCRF of teachers for SY-2021-2022, this Office informs the field that all teachers shall accomplish said form manually due to the Department's ongoing development and finalization of the enhanced electronic IPCRF.
2. For SY 2021-2022, the IPCRF of all the teachers should contain the remaining 18 indicators and plus factor in their RPMS-PPST as stated in DepEd Memorandum No. 004, s. 2022. The same template shall be used manually.
3. The school heads shall submit the consolidated complete parts of the IPCRF of teachers for SY 2021-2022 to the SDO for approval. The same signatories shall be observed per DepEd Order No. 2, s. 2015.
4. District consolidated reports of the summary of ratings per school shall be submitted to the SDO-HRMO, and the part 4 of the IPCRF/ development plan of teachers shall be submitted to the HRD unit.
5. For immediate dissemination and compliance.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163