



Division Memorandum
 No. 396, s. 2019

TO: All Public Schools District Supervisor/District Incharge
 All Elementary and Secondary School Heads
 District and School ICT Coordinators
 This Division

FROM: **MARILOU B. DEDUMO, PhD., CESO V**
 Schools Division Superintendent

SUBJECT: **COLLECTION OF TEACHER'S IPCRF DATA FOR ESTABLISHMENT OF BASELINE ON
 TEACHER'S PROFICIENCY LEVEL FOR SY 2018-2019 AND SY 2019-2020**

DATE: August 30, 2019

- The Bureau of Human Resource and Organizational Development (BHROD) seek to establish data on teacher's proficiency level on the first 12 PPST indicators. Hence, all public schools are directed to submit data consolidated from teachers' Individual performance and Review Forms (IPCRF) for SY 2018-2019.
- To address this urgent concern, the HRD section will have data collection on the following dates and venues:

Unit	Venue	Date	Time
1	Barkadas Conference Hall, Madrid CES	September 2, 2019	1:00 – 5:00 p.m. Carascal – Madrid)
2	Lanuza Surf Camp, Lanuza, SDS	September 5, 2019	8:00 – 12:00 nn (Carmen – Cortes)
3	Tago 2 District Conference Hall	September 3, 2019	8:00 – 12:00 nn (Tago 1, 2, 3) 1:00 – 5:00 p.m San Miguel 1, 2, 3)
4	Bayabas District Training Center	September 4, 2019	8:00 – 12:00 nn (Bayabas – Marihatag)
5	Sto. Nino CES Multipurpose Hall	September 4, 2019	1:00 – 5:00 pm San Agustin – Barobo)
6	Tagbina CES	September 5, 2019	8:00 – 12:00 nn (Tagbina 1, 2, 3)
	Hinatuan National Comprehensive High School		1:00 – 5:00 p.m (Hinatuan - Lingig)

- Participants to this activity are the School ICT Coordinators and District ICT Coordinators.



4. Participants are required to bring all the summary of teachers' IPCRF (Teachers I-III/Master Teachers I-IV) to be used for data encoding.
5. They are also required to bring extension wires.
6. District Supervisors can either designate District ICT Coordinators to take charge of IPCRF encoding of schools with minimal number of teachers to avoid disruption or cancellation of classes.
7. Travelling expenses and per diem of the participants are chargeable against school MOOE/local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this memorandum is desired.

sgod/hrd/correos

References: DepEd Order No. 43, s. 2017

To be indicated in the Perpetual Index
under the following subjects

DATABASE SYSTEM

POLICY

NEEDS ASSESSMENT

