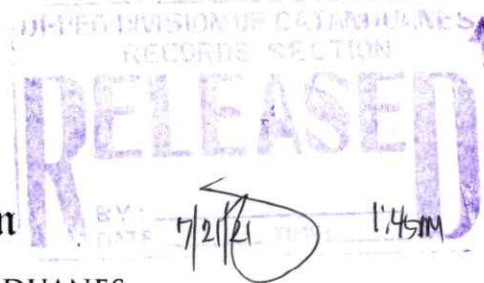




Republic of the Philippines  
**Department of Education**  
 REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



SGOD-Human Resource Development Unit

July 14, 2021

**DIVISION MEMORANDUM**  
 OSDS-SGOD-HRD-DM- 296 s. 2021

**To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID & SGOD  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned**

**ISSUANCE OF THE ELECTRONIC - INDIVIDUAL PERFORMANCE COMMITMENT  
 AND REVIEW FORM (E-IPCRF) AND ELECTRONIC SELF ASSESSMENT TOOL (E-SAT)  
 CONSOLIDATION TOOL FOR SCHOOL YEAR 2020-2021**

1. Under DepEd Central Office memorandum DM-PHROD-2021-0498 from the Bureau of Human Resource and Organizational Development (BHROD), and advisory from DepEd Region V, this office informs the field of the Issuance of **electronic-Individual Performance Commitment and Review Form (e-IPCRF) and electronic-Self Assessment Tool (e-SAT) Consolidation Tool for SY 2020-2021**.
2. These electronic tools were modified to complement the changes in the RPMS Tools of Proficient and Highly Proficient Teachers. These shall be used by teaching personnel to accomplish and submit their IPCRFs for SY 2020-2021.
3. Also attached is **the Guide on the Use of e-IPCRF for SY 2020-2021 (Annex A) and Guide on the use of e-SAT Consolidation Tool for SY 2020-2021 (Annex B)**. These guides and tools can be downloaded through this link: [bit.ly/RPMSPPST20202021](https://bit.ly/RPMSPPST20202021).
4. Furthermore, please refrain from using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and e-SAT Consolidation Tool as this will result to incompatibility with the official version issued by the Central Office. Use only the tools downloaded from the above link.
5. Schools may submit hardcopy of IPCRF SY 2020-2021 on or before **July 26, 2021**. Softcopies must also be submitted through this link: [bit.ly/CatanduanesIPCRFSY20-21](https://bit.ly/CatanduanesIPCRFSY20-21).
6. For immediate dissemination and compliance.

**SUSAN S. COLLANO**  
 Asst. Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Encl: DM-PHROD-2021-0498, Regional Advisory Doc Num 000435, Annex A and B.  
 To be indicated in the Perpetual Index under the following subjects:  
 Results-based Performance Management System  
 ESU/Issuance of the e-IPCRF and e-SAT Consolidation Tool for SY 2020-2021  
 DM-00\_\_\_\_-2021/July 14, 2021



San Roque, Virac, Catanduanes  
 (052) 811-40-63  
 catanduanes@deped.gov.ph



Republika ng Pilipinas

## Department of Education

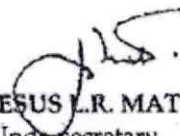
OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
DM-PHROD-2021-0498

TO : Regional Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning and Human Resource and  
Organizational Development

SUBJECT : Issuance of the Electronic - Individual Performance  
Commitment and Review Form (e-IPCRF) and Electronic - Self  
Assessment Tool (e-SAT) Consolidation Tool for School Year  
2020-2021

DATE : 17 June 2021

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The Bureau of Human Resource and Organizational Development - Human Resource and Development Division (BHROD-HRDD), with the assistance of our Information and Communications Technology (ICT) experts from the field, have developed the electronic - Individual Performance Commitment and Review Form (e-IPCRF) and electronic - Self-Assessment Tool (e-SAT) Consolidation Tool for School Year (SY) 2020-2021 which was modified to complement the changes in the RPMS Tools of Proficient and Highly Proficient Teachers. These electronic tools shall be used by teaching personnel to accomplish and submit their IPCRFs for SY 2020-2021.

In relation to this, attached are the Guide on the Use of the e-IPCRF for SY 2020-2021 (see Annex A) and the Guide on the use of the e-SAT Consolidation Tool for SY 2020-2021 (see Annex B). The said electronic tools can be accessed and downloaded through this link: [bit.ly/RPMSPPST20202021](http://bit.ly/RPMSPPST20202021).

Further, may we remind and direct all field personnel to refrain from using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and/or e-SAT Consolidation Tool

which circulated in various online platforms prior to the issuance of this memorandum. Continued use of these tools will result in incompatibility with the official version issued by the Central Office, specifically, issues such as errors in the data collection of e-IPCRF results and consolidation of e-SAT results. In cases where a field personnel were able to complete the accomplishment of their e-IPCRFs or e-SAT Consolidation Tool, the said personnel must transfer the information from these unauthorized tools to the prescribed tools/version issued by this Office.

For any questions or clarifications, you may contact BHROD-HRDD at telephone no. (02) 8470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and guidance.



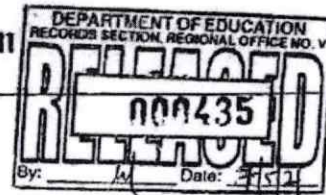
Republic of the Philippines  
Department of Education  
REGION V - BICOL

RECEIVED

Dept. 8-10

Date: JUL 06 2021  
Time: 8:10  
By: [Signature]

ADVISORY  
June 30, 2021



**ISSUANCE OF THE ELECTRONIC-INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM (e-IPCRF) AND ELECTRONIC-SELF  
ASSESSMENT TOOL (e-SAT) CONSOLIDATION TOOL FOR SCHOOL YEAR  
2020-2021**

To: Schools Division Superintendents  
All Others Concerned

The Bureau of Human Resource and Organizational Development-Human Resource Development (BHROD-HRDD) has noted DepEd employees using and distributing unauthorized tools/versions of the SY 2020-2021 e-IPCRF and/or e-SAT circulating in various online platforms. This will result in incompatibility with the official version issued by the Central Office, specifically issues such as errors in the data collection of e-IPCRF results and consolidation of e-SAT results.

This Office, thus, issues the attached *Guide on the Use of the e-IPCRF for SY 2020-2021* as well as the *Guide on the Use of the e-SAT Consolidation Tool for SY 2020-2021*. Said electronic tools can be accessed and downloaded through this link: [bit.ly/RPMSPPST20202021](http://bit.ly/RPMSPPST20202021).

Clarifications and queries may be addressed to the BHROD-HRDD at telephone no. (02) 8470-6630 or email at [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph).

For your information and guidance.

ACTION SLIP

7/08/21  
(Date)

Mr. Romel Petajin  
CDO Chief

Mr. Mary Jean Pumar  
Action/Compliance

- Comment/Recommendation
- Conference with the undersigned
- File
- Endorsement
- Initial (if in order)
- Information/Guidance
- Verification/Investigation
- Others

MA. LUISA T. DELA ROSA  
Assistant Schools Div. Superintendent


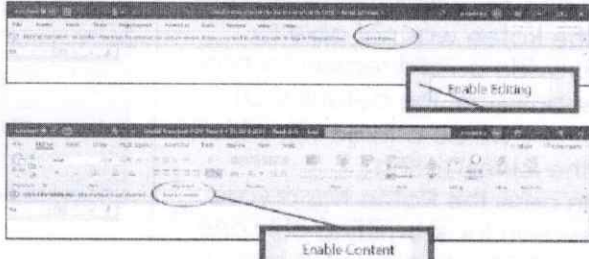

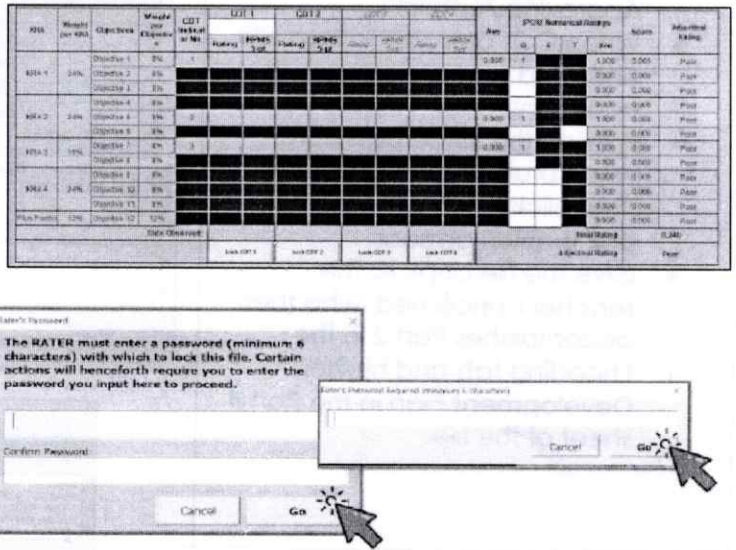
GILBERT T. SADSAD  
Regional Director

Mr. HRD  
Thanks  
[Signature]  
JL 1421 1140

gazpi City 4500



**Annex A**  
**GUIDE ON THE USE OF THE E-IPCRF TOOL FOR SY 2020-2021**  
*Attachment to DM-PHROD-2021-0498*

<p>1. <b>Open</b> the "DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021" MS Excel file.</p>	
<p>2. <b>Enable Macros.</b> Click "Enable Editing" and "Enable Content." Note that the process of enabling "Macros" may differ in different versions of MS Excel.</p>	
<p>3. In the Encoding tab, accomplish Part 1 starting with the field for teacher, division, and school information.</p> <ul style="list-style-type: none"> <li>• Read the instructions carefully.</li> <li>• Enter the needed information by either typing it in the empty cells or by clicking the dropdown arrow and selecting the demographic information applicable to you.</li> </ul>	
<p>4. Continue accomplishing Part 1 appropriate to your position in the Encoding tab.</p> <ul style="list-style-type: none"> <li>• Encode the COT rating per observation period by doing the ff steps:             <ul style="list-style-type: none"> <li>◦ Select the subject (or the discipline related to your subject) for COT.</li> <li>◦ Input the COT rating per objective.</li> <li>◦ Encode date of observation.</li> <li>◦ Click "Lock COT" button once finished.</li> <li>◦ Provide a single password for COT 1-2 to protect your data.</li> </ul> </li> </ul>	

**ADDITIONAL REMINDERS:**

- There are only two (2) Classroom Observations for SY 2020-2021. Hence, Ratees should only submit two (2) Classroom Observation Tool (COT) rating sheets/inter-observer agreement forms as MOV for objectives that require such.
- If no COT 2 was submitted and the Ratee was not able to provide a valid reason for non-submission, the default COT 2 score will be a three (3), which is the lowest rating.
- In case the Ratee has a valid reason for submitting only one (1) COT rating sheet, the final rating shall be the COT 1 rating.
- It shall be within the discretion of the Rater to allow/disallow the submission of a COT 2, depending on whether the reason for non-submission is valid or not.

**In case no COT2, click the "No 2nd COT with valid reason" in the dropdown menu:**

Grade Level Taught: Grade 7		Area of Specialization: B						
Subject Taught: Science								
KRA	Weight per KRA	Objectives	Weight per Objective	COT Indicator No.	COT 1		COT 2	
					Araling Panlipunan Rating	RPMS 6-pt Scale	Physical Education Health	TELEPHONE TELEPHONIC/Active-Voice
KRA 1	24%	Objective 1	8%	1	7	5		
		Objective 2	8%					
		Objective 3	8%					
KRA 2	24%	Objective 4	8%					
		Objective 5	8%	2	7	5		
KRA 3	16%	Objective 6	8%					
		Objective 7	8%	3	7	5		
KRA 4	24%	Objective 8	8%					
		Objective 9	8%					
		Objective 10	8%					
Plus Factor	12%	Objective 11	12%					
Date Observed: 2021-03-01					Unlock COT 1		Lock COT 2	

**5. Finish accomplishing Part I of the Encoding tab.**

- Encode all other IPCRF Numerical Ratings for Q, E, and T.
- Input Name and Position of Approving Authority.
- When COT and QET ratings are encoded and checked to its accuracy, click "Finalize Part 1."
- Provide the same password, when prompted. Click "Go", then click "Ok" in the dialog box that will appear.
- Give the file copy to the teacher concerned, who then accomplishes Part 2 in the Encoding tab and his/her Development Plan in the Part 4 sheet of the file.

KRA	Weight per KRA	Objectives	Weight per Objective	COT Indicator No.	COT 1		COT 2		COT 3	COT 4	COT 5	COT 6	COT 7	COT 8	COT 9	COT 10	COT 11	COT 12	IPCRF Numerical Rating	Score	Actual Rating	
					Araling Panlipunan Rating	RPMS 6-pt Scale	Rating	Rating														
KRA 1	24%	Objective 1	8%	1	7	5	7	5												5.00	0.40	Outstanding
		Objective 2	8%																	4.00	0.30	Very Satisfactory
		Objective 3	8%																	4.00	0.30	Very Satisfactory
KRA 2	24%	Objective 4	8%																	4.00	0.30	Very Satisfactory
		Objective 5	8%	2	7	5	7	5												5.00	0.40	Outstanding
KRA 3	16%	Objective 6	8%																	5.00	0.40	Outstanding
		Objective 7	8%	3	7	5	7	5												5.00	0.40	Outstanding
KRA 4	24%	Objective 8	8%																	5.00	0.40	Outstanding
		Objective 9	8%																	5.00	0.40	Outstanding
		Objective 10	8%																	5.00	0.40	Outstanding
Plus Factor	12%	Objective 11	12%																5.00	0.40	Outstanding	
Total Observed: 2021-03-01					2021-03-01														Final Rating: 4.76			
					Unlock COT 1		Lock COT 2		Lock COT 3		Lock COT 4								Approval Rating: Outstanding			

Approving Authority:  
**RIJAL, JESSE, P.**  
 Schools Division Superintendent

Note: When COT and QET ratings are encoded, click Finalize Part 1. Give the file copy to the teacher concerned. The teacher shall accomplish Part 2 & 4.

**Finalize Part 1**

Verify Password:

Cancel Go

Approving Authority:  
**RIJAL, JESSE, P.**  
 Schools Division Superintendent

Note: When COT and QET ratings are encoded, click Finalize Part 1. Give the file copy to the teacher concerned. The teacher shall accomplish Part 2 & 4.

**Unfinalize Part 1**

Success  
 Your data has been saved.

OK

**6. Answer the Core Behavioral Competencies (Part 2) of the Encoding Tab**

- Tick the box of the behavioral indicators that you demonstrated during the performance cycle.
- Click "Finalize Part 2" when you are done to save your data.
- Supply a password to further protect your data.
- Click "OK."

**FUNCTIONAL**  
This finalizes responses to the items after feedback completion (Part 1). Please tick the box if the competency rubrics that you demonstrated during the performance cycle.  
\*Note: If you are unable to tick a box, the item is not applicable.

**Behavioral**

1.1. Help others gain a better understanding of their own work.	1.2. Help others gain a better understanding of their own work.
1.3. Help others gain a better understanding of their own work.	1.4. Help others gain a better understanding of their own work.
1.5. Help others gain a better understanding of their own work.	1.6. Help others gain a better understanding of their own work.

**Notes**

1. Help others gain a better understanding of their own work.
2. Help others gain a better understanding of their own work.
3. Help others gain a better understanding of their own work.
4. Help others gain a better understanding of their own work.
5. Help others gain a better understanding of their own work.

**NOTE:** Click Finalize Part 2 to save your data. You can now proceed to the preparation of the Part IV: Development Plan, based on the results of Part 1 and Part 2 of the IPCRF.

**Finalize Part 2**

**NOTE:** The RATES must enter a password (minimum 6 characters) with which to lock this file. Certain actions will henceforth require you to enter the password you input here to proceed.

Define Password: \_\_\_\_\_

Cancel OK

**Success**  
Your data has been saved.

**NOTE:** Click Finalize Part 2 to save your data. You can now proceed to the preparation of the Part IV: Development Plan, based on the results of Part 1 and Part 2 of the IPCRF.

**7. View IPCRF Part 1-3 Sheets. After Step 6, the results of all encoding done in the Encoding Tab appear in Parts 1-3 sheets. Check on all contents of these sheets. These sheets are protected from any editing.**

MTCN	Title	Objective	Status	Weight	Priority	PERFORMANCE INDICATORS										TOTAL RATING DURING EVALUATION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																													
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Basic Education Services	Core Knowledge and Skills	1. Acquire knowledge of communication and service customer handling skills.	100%	100%	100%	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336	337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378	379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399	400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420	421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441	442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462	463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483	484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504	505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525	526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546	547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567	568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588	589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609	610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630	631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651	652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672	673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693	694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714	715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735	736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756	757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777	778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798	799	800	801	802	803	804	805	806	807	808	809	810	811	812	813	814	815	816	817	818	819	820	821	822	823	824	825	826	827	828	829	830	831	832	833	834	835	836	837	838	839	840	841	842	843	844	845	846	847	848	849	850	851	852	853	854	855	856	857	858	859	860	861	862	863	864	865	866	867	868	869	870	871	872	873	874	875	876	877	878	879	880	881	882	883	884	885	886	887	888	889	890	891	892	893	894	895	896	897	898	899	900	901	902	903	904	905	906	907	908	909	910	911	912	913	914	915	916	917	918	919	920	921	922	923	924	925	926	927	928	929	930	931	932	933	934	935	936	937	938	939	940	941	942	943	944	945	946	947	948	949	950	951	952	953	954	955	956	957	958	959	960	961	962	963	964	965	966	967	968	969	970	971	972	973	974	975	976	977	978	979	980	981	982	983	984	985	986	987	988	989	990	991	992	993	994	995	996	997	998	999	1000

CORE BEHAVIORAL COMPETENCIES		Rating
<p><b>1.1. Help others gain a better understanding of their own work.</b></p> <p>1.1.1. Help others gain a better understanding of their own work.</p> <p>1.1.2. Help others gain a better understanding of their own work.</p> <p>1.1.3. Help others gain a better understanding of their own work.</p> <p>1.1.4. Help others gain a better understanding of their own work.</p> <p>1.1.5. Help others gain a better understanding of their own work.</p> <p>1.1.6. Help others gain a better understanding of their own work.</p> <p>1.1.7. Help others gain a better understanding of their own work.</p> <p>1.1.8. Help others gain a better understanding of their own work.</p> <p>1.1.9. Help others gain a better understanding of their own work.</p> <p>1.1.10. Help others gain a better understanding of their own work.</p>	4	3
<p><b>1.2. Help others gain a better understanding of their own work.</b></p> <p>1.2.1. Help others gain a better understanding of their own work.</p> <p>1.2.2. Help others gain a better understanding of their own work.</p> <p>1.2.3. Help others gain a better understanding of their own work.</p> <p>1.2.4. Help others gain a better understanding of their own work.</p> <p>1.2.5. Help others gain a better understanding of their own work.</p> <p>1.2.6. Help others gain a better understanding of their own work.</p> <p>1.2.7. Help others gain a better understanding of their own work.</p> <p>1.2.8. Help others gain a better understanding of their own work.</p> <p>1.2.9. Help others gain a better understanding of their own work.</p> <p>1.2.10. Help others gain a better understanding of their own work.</p>	2	3
<p><b>1.3. Help others gain a better understanding of their own work.</b></p> <p>1.3.1. Help others gain a better understanding of their own work.</p> <p>1.3.2. Help others gain a better understanding of their own work.</p> <p>1.3.3. Help others gain a better understanding of their own work.</p> <p>1.3.4. Help others gain a better understanding of their own work.</p> <p>1.3.5. Help others gain a better understanding of their own work.</p> <p>1.3.6. Help others gain a better understanding of their own work.</p> <p>1.3.7. Help others gain a better understanding of their own work.</p> <p>1.3.8. Help others gain a better understanding of their own work.</p> <p>1.3.9. Help others gain a better understanding of their own work.</p> <p>1.3.10. Help others gain a better understanding of their own work.</p>	5	4

PART III. SUMMARY OF RATINGS FOR DISCUSSION									
KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings			Score	Adjectival Rating	
				Q	S	T			
KRA 1	24%	Objective 1	8%	5			5.000	0.400	Outstanding
		Objective 2	8%	4			4.000	0.320	Very Satisfactory
		Objective 3	8%	4			4.000	0.320	Very Satisfactory
		Objective 4	8%	4			4.000	0.320	Very Satisfactory
KRA 2	24%	Objective 5	8%	5			5.000	0.400	Outstanding
		Objective 6	8%	5			5.000	0.400	Outstanding
KRA 3	16%	Objective 7	8%	5			5.000	0.400	Outstanding
		Objective 8	8%	5			5.000	0.400	Outstanding
KRA 4	24%	Objective 9	8%	5	5		5.000	0.400	Outstanding
		Objective 10	8%	5	5		5.000	0.400	Outstanding
		Objective 11	8%	5	5		5.000	0.400	Outstanding
Plus Factor	12%	Objective 12	12%	5	5		5.000	0.600	Outstanding
<b>FINAL PERFORMANCE RESULTS</b>		Accomplishments of KRAs and Objectives					<b>Final Rating</b>	<b>4.760</b>	<b>Outstanding</b>

8. Update your Development Plan in the Part 4 Sheet. This sheet is not protected from any editing. You may add rows if necessary.

- Click "Finalize Part 4" if done.
- Supply the same password as the one used to finalize Part 2 of the Encoding Tab.
- Click "Go", then "OK."

PART IV. DEVELOPMENT PLANS					
<p><b>NOTE:</b> The final shall be accomplished during 2 Phase - Performance Planning and Commitment, based on the results of a) KRA and b) Phase 1, Performance Monitoring and Coaching based on the agreement on the Performance Monitoring and Coaching Form and Mid-Year Review Form; and 3 Phase IV Performance Rewarding and Development Planning, based on the prior results of PCRIF. The Ratee can modify the cell (a), add rows to reflect further development needs and thoughts.</p>					
Strength	Development Need	Action Plan		Timeline	Resource needed
		Recommended Developmental Intervention	Learning Objectives		
<b>A. Functional Competencies</b>					
<b>B. Core Behavioral Competencies</b>					

**NOTE:** When all Parts of the PCRIF are accomplished, the ratee must submit the file copy of his or her PCRIF electronic form to the Department Head or School Head for the school-wide consolidation. He or she must print all the pages of this form and submit to the Personnel Division of the school to be attached to his or her 201 personnel file.

Finalize Part 4

Print Parts 1-4

Finalize Part 4 (Password Required: [password])

Cancel Go

Finalized

Part 4 has been locked and finalized.

OK

9. Print Parts 1-4. "Click "Print Parts 1-4"

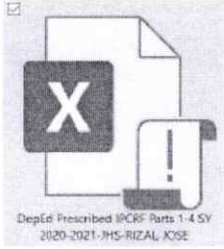
- The teacher must ensure his/her computer is connected to the printer using the File and Print Option in MS Excel.
- He/she must print all the pages of this form, complete all requires signatures, and submit to the Personnel Division of the

**NOTE:** When all Parts of the PCRIF are accomplished, the ratee must submit the file copy of his or her PCRIF electronic form to the Department Head or School Head for the school-wide consolidation. He or she must print all the pages of this form and submit to the Personnel Division of the school to be attached to his or her 201 personnel file.

Unfinalize Part 4

Print Parts 1-4



<p>school to be attached to his/her 201 personnel file.</p>	
<p><b>10. Submit the soft copy of the IPCRF electronic form to your Rater or School Head for the school-wide consolidation.</b></p> <ul style="list-style-type: none"><li>• Use the following format in naming the file: DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021 [Level]-[Teachers Surname]-[First Name]</li></ul>	 <p>DepEd Prescribed IPCRF Parts 1-4 SY 2020-2021-JHS-RIZAL, JOSE</p>

**Annex B**  
**GUIDE ON THE USE OF THE E-SAT TOOL FOR SY 2020-2021**  
*Attachment to DM-PHROD-2021-0498*

A. The Self-Assessment Tool (SAT)-RPMS

- Comprise of the **self-assessment questionnaires within the RPMS** designed for teachers and master teachers.
- Can be used as a starting point for informal purposes of self-reflection to **clarify performance expectations** and **determine which competencies to focus on**
- Guide discussions about **goal-setting** and **professional development needs**

There are two SAT-RPMS tools:





- 1) **SAT-RPMS for Teacher I-III** (Proficient Teachers) and
- 2) **SAT-RPMS for Master Teacher I-IV** (Highly Proficient Teachers)

B. The Electronic Self-Assessment Tool (e-SAT)

- The e-SAT is an **electronic version of the Self-Assessment Tool** for RPMS.
- It is a self-assessment tool that **helps teachers reflect** on the different objectives related to their professional work.
- The tool supports schools in analyzing school-wide SAT data of **teachers to help plan for teachers' professional development.**
- The self-assessment results will **guide teachers on which RPMS objectives they must improve and the areas where they need coaching and mentoring.**

C. The Roles and Responsibilities of Key Personnel for e-SAT of SY 2020-2021

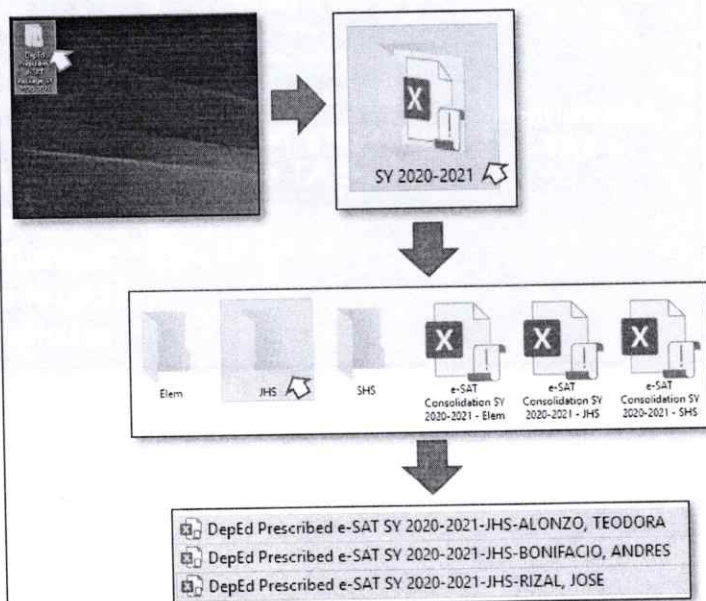
Teachers	ICT Personnel/ Department Heads	School Heads	SGOD-HRDS
Opening of e-SAT	Collecting e-SAT data	Generating summary results of e-SAT data	Generating summary results of e-SAT data
Answering e-SAT	Generating summary results of e-SAT data	Analyzing summary results of e-SAT data	Analyzing summary results of e- SAT data
		Submitting the school summary results to SDO	

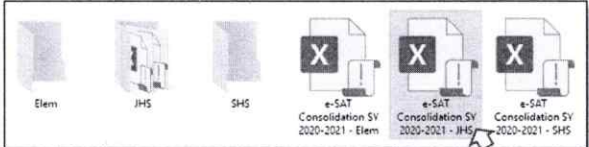
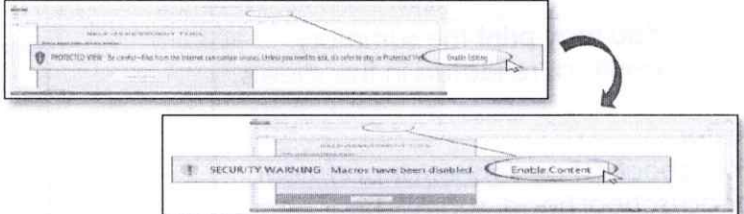
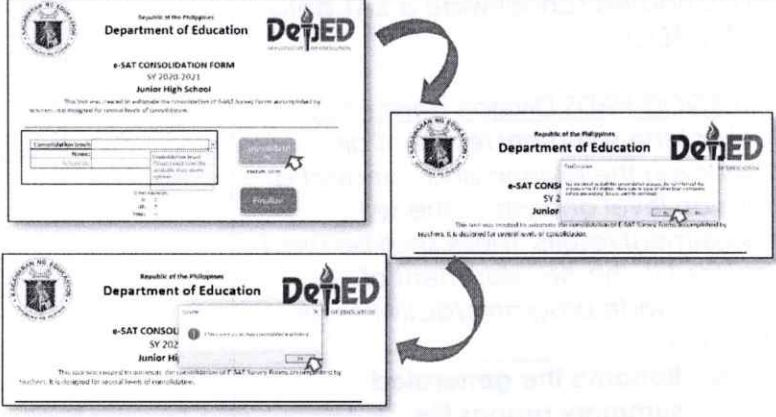


Personnel	Roles and Responsibilities
 <b>Teachers</b>	<ul style="list-style-type: none"> <li>• Take the e-SAT and answer it with utmost honesty.</li> <li>• Print the results of the e-SAT and keep record of the printout.</li> <li>• Submit the soft copy of the e-SAT file to Department Head/ ICT Coordinator/School Head.</li> <li>• Prepare the IPCRF-Development Plan based on the e-SAT and discuss it with the School Head to come up with a final Development Plan</li> </ul>
 <b>School ICT Coordinators/ Department Heads</b>	<p>Assist the School Head in the following:</p> <ul style="list-style-type: none"> <li>• Opening the e-SAT Survey file</li> <li>• Collecting e-SAT Survey files of all teachers</li> <li>• Generating summary results of teachers' self-assessment</li> <li>• Submitting school-wide e-SAT data to the Schools Division Office (SDO)</li> </ul>
 <b>School Heads</b>	<p>With the assistance of the School ICT Coordinator/Department Head:</p> <ul style="list-style-type: none"> <li>• Facilitate the administration of e-SAT</li> <li>• Generate summary results of teachers' self-assessment</li> <li>• Analyze and utilize the results of teachers' self-assessment in designing development programs and activities for teachers at the school level</li> <li>• Discuss with the teacher in the finalization of their IPCRF-Development Plan</li> <li>• Submit the consolidated school-wide e-SAT data and School Development Plan to the SDO</li> </ul>
 <b>SGOD-HRDS Personnel</b>	<ul style="list-style-type: none"> <li>• Collect summary results of all schools in the division</li> <li>• Generate division level summary results of teachers' self-assessment</li> <li>• Analyze and utilize the results of teachers' self-assessment in designing development programs and activities for teachers at the division level</li> </ul>

#### D. Generating the Summary Results of the e-SAT Data

1. Copy all e-SAT files to the corresponding sub-folder (appropriate grade level) of the Consolidation folder in the e-SAT Package main folder.

- Go to Downloads and open the "DepEd Prescribed e-SAT Package SY 2020-2021" folder and double-click the e-SAT Package folder to open it. Inside, you will see one subfolder: SY 2020-2021.
- Double-click this folder and open the folder appropriate to the grade level of the e-SAT files that you will consolidate.
- Paste all the e-SAT files in that appropriate folder.



<p>Note: For <u>school level</u>, copy the individual e-SAT files of teachers.</p> <p>For <u>division level</u>, copy the school consolidated e-SAT files.</p>	
<p>2. <b>Open the Consolidation file appropriate to the grade level of the files that you will consolidate.</b></p>	
<p>3. <b>Enable Macros.</b> Click "Enable Editing" and "Enable Content." Note that the process of enabling "Macros" may differ in different versions of MS Excel.</p>	
<p>4. <b>Accomplish information fields.</b></p> <ul style="list-style-type: none"> <li>Enter the needed information by either typing it in the empty cells (white) or by clicking the drop-down arrow and selecting the information applicable to you.</li> <li>Click "Consolidate." A dialog box will appear. Click "Yes." Another dialog box will appear, click OK.</li> </ul> <p>Note: For <u>school ICT personnel/department head/school head</u>, select "<b>School</b>" in the Consolidation Level dropdown option.</p> <p>For <u>SGOD-HRDS Division personnel</u>, select "<b>Division</b>" in the Consolidation Level dropdown option.</p>	
<p>5. <b>View the results.</b> The summary results will be reflected on the succeeding sheets.</p>	
<p>6. <b>Go back to the Start Here page and Click Finalize to protect</b></p>	

your data. A pop-up window will appear that will prompt you to provide a password to further protect your data. Click "Finalize."

Calamba High School  
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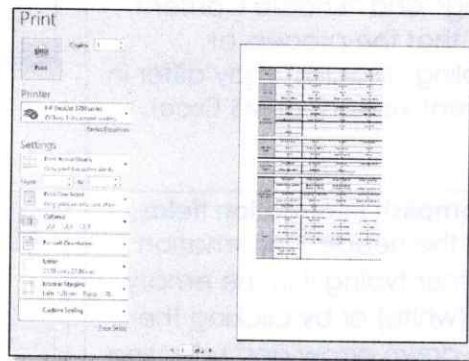
Calamba High School  
300000

7. You may **print** the summary results as reflected in the sheets.

*Note:*

*For school ICT personnel/department head/school head, submit the consolidated school-wide e-SAT data to the SDO.*

*For SGOD-HRDS Division personnel, collect the summary results of all schools in the division and conduct a division-level analysis of the self-assessment results. These shall be used as input in the development of division-wide programs/activities for teachers.*



8. **Rename the generated summary reports file.**

e.g.,

**For School level**

e-SAT Consolidation SY 2020-2021 - JHS - **School ID**

**For Division level**

e-SAT Consolidation SY 2020-2021 - JHS - **SDO Name**

