



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
No. 381, s. 2021

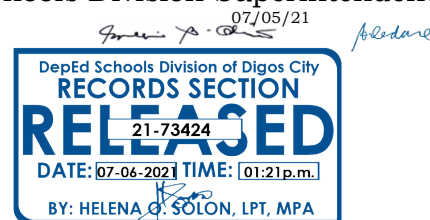
**July 5, 2021**

**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: Assistant Schools Division Superintendent  
CID Chief  
SGOD Chief  
Public Schools District Supervisors  
Education Program Supervisors  
HRD Specialists  
Public School Heads  
Public School Teachers  
School HRD Coordinators

1. The Bureau of Human Resource and Organizational Development – Human Resource and Development Division (BHROD-HRDD), with the assistance of the 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.
2. Included also 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). (See "Other Associated Tools" folder)
3. For you to access the Google Drive, make sure you are using your DepEd email (@deped.gov.ph). In case you have not been issued a DepEd email, kindly request from your respective School ICT Coordinators or Division Information Technology Officers (ITO).
4. For information, guidance, and compliance.

**CRISTY C. EPE**  
Schools Division Superintendent





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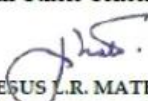
## Department of Education

OFFICE OF THE UNDERSECRETARY

PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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

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

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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.

