



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

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

**July 13, 2022**

No. 456, s. 2022

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

**To: Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Public-School Teachers**

1. Pursuant to Regional Memorandum HRDD-2022-029 dated July 6, 2022 issued by Allan G. Farnazo, Director IV, Department of Education, Region XI Office, Davao City, titled: ***"SUBMISSION OF THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCRF) OF TEACHERS FOR SCHOOL YEAR 2021-2022"***, reiterating Memorandum DM-HROD-2022-1509 dated 27 June 2022 of Wilfredo E. Cabral, Officer-In-Charge, Office of the Undersecretary of the Human Resource and Organizational Development Office, all public school teachers are enjoined to manually accomplish their Individual Performance Commitment and Review Form (IPCRF) for School Year (SY) 2021-2022.
2. As such, School Heads (School Principals, Head Teachers and Teachers-in-Charge) are instructed to manually proceed with their scheduled RPMS Phase 3 (*Performance Review and Evaluation*) and Phase 4 (*Performance Rewarding and Development Planning*) activities using the prescribed Office Performance Commitment Form (OPCRF) and IPCRF prescribed in the DepEd Order (DO) No.2 s. 2015 (*Guidelines on the Establishment and Implementation of the Results-based Performance Management System in the Department of Education*).
3. Submission of the summary of ratings of school personnel to the Schools Division Office shall be made immediately after the conclusion of Phase 4.
4. For dissemination and strictly compliance.

For and in the absence of the  
Schools Division Superintendent

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
22-8-11-21  
DATE: JUL 15 2022 TIME: 9:17AM  
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**BASILIO P. MANA-AY, JR.**  
Assistant Schools Division Superintendent  
Officer-In-Charge



RECORDS



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

Office of the Regional Director

REGIONAL MEMORANDUM  
HRDD-2022-029

To : All Schools Division Superintendents

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

Date : July 6, 2022

In view of Memorandum DM-HROD-2022-1509 from the Office of Wilfredo E. Cabral, Regional Director, DepEd NCR and Officer-In-Charge, Office of the Undersecretary Human Resource and Organizational Development, dated June 27, 2022, re: **Submission of the Individual Performance Commitment and Review Form (IPCRF)**, content of which is self-explanatory as regards the completion of 2022 IPCRF of teachers.

Attached is the above-mentioned Memorandum for your reference, guidance and information.

Wide and immediate dissemination of this Memorandum is earnestly enjoined.

ALLAN G. FARRAZO  
Director IV

ROH/dmc

DEPARTMENT OF EDUCATION  
RECORDS SECTION

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Republika ng Pilipinas

# Department of Education

01 JUL 2022


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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MEMORANDUM  
DM-HROD-2022-1509

TO : ALL REGIONAL OFFICE  
ALL SCHOOLS DIVISION OFFICES  
ALL PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
ALL OTHERS CONCERNS

FROM :  WILFREDO E. CABRAL  
Regional Director, DepEd NCR and  
Officer-in-Charge, Office of the Undersecretary  
Human Resource and Organizational Development

SUBJECT : *Instructions on the Submission of the Individual Performance  
Commitment and Review Form (IPCRF) of Teachers for School Year 2021-  
2022*

DATE : 27 June 2022

In light of the end of regular classes last June 24, 2022, all public school teachers are instructed to manually accomplish their Individual Performance Commitment and Review Form (IPCRF) for School Year (SY) 2021-2022. This is due to the Department's ongoing development and finalization of the enhanced electronic-IPCRF of teachers and preparation for the implementation of the career progression of teachers.

School Heads/Raters and Teachers are instructed to manually proceed with their scheduled RPMS Phase 3 (*Performance Review and Evaluation*) and Phase 4 (*Performance Rewarding and Development Planning*) activities using the prescribed Office Performance Commitment Form (OPCRF) and IPCRF prescribed in DepEd Order (DO) No. 2, s. 2015 (*Guidelines on the Establishment and Implementation of the Results-based Performance-Management System in the Department of Education*).

For any clarifications or concerns, you may contact BHROD- Human Resource Development Division email address [bhrod.hrdd@deped.gov.ph](mailto:bhrod.hrdd@deped.gov.ph) or telephone number: (02) 5470-6650.

For your information and dissemination. *with attachments*