



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

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DIVISION MEMORANDUM

No. 128, s. 2019

TO: Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads

L. Ortillo

FROM: MA. LORLINIE M. ORTILLO, CESO VI
Schools Division Superintendent

SUBJECT: Division Orientation and Encoding on Teachers' IPCRF Data Collection Consolidation

1. Per Memorandum DM- PFO -2019-00495 from the Office of Usec. Jesus Mateo, re: Collection of Teachers' IPCRF Data for Establishment of Baseline on Teachers' Proficiency Level for SY 2018 – 2019 and SY 2019 – 2020, the Schools Division Office of Kabankalan City through the Human Resource Development Training Unit (HRTD) will conduct a two-day Division Orientation and Encoding on the Teachers' IPCRF Data Collection and Consolidation on August 6, 2019 for Batch I and August 7, 2019 for Batch II, (8:00 AM – 5:00 PM) at Zaycoland Resort & Hotel, Kabankalan City.
2. This activity aims to:
 - a. orient the School Heads of the rationale, process and tools for IPCRF data collection and consolidation; and
 - b. provide assistance to School Heads for encoding of Teachers' IPCRF Data.
3. Participants to this activity are the School Heads of Public Elementary, Secondary and SHS High Schools with School ID.

Batch I - Districts I, II & III
Batch II – Districts IV & V
4. Participants are requested to bring the following:
 - a. Laptop with at least MS Office 2010, WIFI and extension cord
 - b. Summary of Teachers' rating per objective
 - c. Downloaded Forms (Templates) from <http://deped.in/IPCRFDataForm>
5. Meals will be charged against HRTD Funds 2019 except for travel and other incidental expenses of participants shall be charged against their School MOOE subject to existing auditing and accounting rules and regulations.
6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors personal circumstances that run to the principles of equal opportunity.
7. For immediate dissemination and compliance.