



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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20 MAY 2020

DIVISION MEMORANDUM  
No. **103** s. 2020

**WEBINAR: THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW  
FORM (IPCRF) DATA COLLECTION SYSTEM FOR SCHOOL YEAR 2019-2020**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Unit/Section  
School Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD), is committed to prepare our teachers, raters, and other DepEd personnel who are involved in the Results-based Performance Management System (RPMS) in implementing the Phase III of the RPMS Cycle which includes year-end review, evaluation of RPMS portfolio, and computation of final rating for School Year (SY) 2019-2020 amid the COVID-19 situation and while transitioning to the new normal.

2. In Phase III of the RPMS Cycle, it is essential that concerned personnel are adept in:

- accomplishing the electronic Individual Performance Commitment and Review Form (IPCRF);
- submitting the IPCRFs of teachers via online; and
- monitoring the submission of the IPCRFs of teachers via online

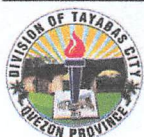
3. In view of this, the SDO Tayabas - HRTD is sponsoring a Webinar titled: The IPCRF Data Collection System for SY 2019-2020 via Google Meet on June 8, 2020

4. For each school, the following are expected to participate:

- ✓ School Head and or Department Heads
- ✓ RPMS Focal Person
- ✓ Information Technology Officer (ITO)

5. The identified participants are instructed to accomplish the Google form, access at:

**<https://tinyurl.com/IPCRFreg>** for online registration to the Webinar. The schools are requested to ensure that only the identified participants register online, and



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(042) 710-0329 or 797-0773



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that they register on or before 29 May 2020, 5:00p.m. The meeting details, including the meeting link, will be sent to the participant's email address.

6. For inquiries and clarifications, please contact Mrs. Fideliza Luces – SEPS-HRTD or Mr. Kendrick Cabriga – ITO.

7. For information and appropriate action.

**ANIANO M. OGAYON, CESO V**  
Schools Division Superintendent

Encl.:

As stated

**LIST OF PARTICIPANTS**

SCHOOL	NAME OF SCHOOL HEAD	GENDER	ICT Coordinator	GENDER
ALSAM ES	MELINDA A. BUNCAYO	FEMALE	BRYAN ARGETE	MALE
EUGENIO FRANCIA ES	LARVIN O. LABRADA	MALE	ROMNICK LAGUARTILLA	MALE
BUSAL ES	ADRIAN N. NAYNES	MALE	AKEEM ARON VALDEAVILLA	MALE
DAPDAP INTEGRATED SCHOOL	CHERRY G. HUGO	FEMALE	ALDRIN PANTOJA	MALE
DOMOIT ES	INGRID A. PALAD	FEMALE	TRACY RAGUDO	FEMALE
EAST PALALE ES	CORAZON M. OABEL	FEMALE	NOELA ALITA CABUYAO	FEMALE
F. E. LOPEZ ES	GIRLIE A. ABARICIA	FEMALE	JEORGE VEHNEX SABORNIDO	MALE
GIBANGA ES	ALONA C. CRISANTO	FEMALE	LEUVIN NAYNES	MALE
ILASAN ES	TERESA E. ANDAYA	FEMALE	JOHN BENEDICT AGUERA	MALE
IPILAN ALITAO ES	LEONORA L. DE RAMA	FEMALE	ERHANE DURANTE	MALE
KALUMPANG ES	WALDYMAR E. PASACSAC	MALE	MA, LUISA ABUEL	FEMALE
KATIGAN ALUPAY ES	ARLENE D. PAGANA	FEMALE	SHERWEN FERRERAS	MALE
LAKAWAN ES	NATALIA A. ANDAYA	FEMALE	GLENDA CASTILLO	FEMALE
LALO ES	LUZ A. PACAIGUE	FEMALE	LADY ANN PACIOS	FEMALE
LAWIGUE ES	ROWENA O. SABIDURIA	FEMALE	ANICEE RODILLO	FEMALE



MALAO-A CALANTAS ES	MYRNA B. TABERNILLA	FEMALE	JANEDEL CABAN	FEMALE
MASIN ES	RODERICK O. HUGO	MALE	CHRISTELLE REYES	FEMALE
MATE ES	JEFFREY G. DIMAILIG	MALE	DIANNE CHARISH CABUYAO	FEMALE
NORTH PALALE ES	ELPIDIA C. PALAYAN	FEMALE	ROCHELLE IBARROLA	FEMALE
PANDAKAKE ES	WENEFREDO B. BAYLONGO	MALE	SHIELA MAY BALAMBAN	FEMALE
POTOL ES	FERDINAND T. GLOR	MALE	ELOISA LAGAR	FEMALE
SOUTH PALALE ES	JULIETA M. LABITA	FEMALE	MARIA PAZ JAMILANO	FEMALE
TAYABAS EAST CS I	JOY B. GO, PH.D.	FEMALE	MARCHELLA UNSON	FEMALE
TAYABAS EAST CS II			JOAN JOY ECLARIN	FEMALE
TAYABAS EAST CS II			IVY ISAGUNDE	FEMALE
TAYABAS WEST CS I	RONAN R. RANILLO	MALE	AIZA SALVAN	FEMALE
TAYABAS WEST CS II	LEA A. COSICO	FEMALE	MARIA LYKA GOLLENA	FEMALE
TAYABAS WEST CS III	DENNIS O. LABITA	MALE	BABYLYN OLANDES	FEMALE
TAYABAS WEST CS IV	LEAH A. CLADO	FEMALE	CHERRY PALAMBIANO	FEMALE
VALENCIA ES	ALDWIN V. CAPISTRANO	MALE	ROMANA JABOLA	FEMALE
WAKAS ES	PATRIA D. CABRIGA	FEMALE	GARRY AYALA	MALE
WEST PALALE ES	HONESTO P. CAAGBAY JR.	MALE	KRISTINE PLASUELO	FEMALE
WEST PALALE NHS	EVELYN P. PALAMBIANO	FEMALE	JERIC MIRANDILLA	MALE
RQMNHS	MICHAEL M. SAFRED	MALE	RONAN THADDEUS DE LOS SANTOS	MALE
LPIHS	DR. GENER C. DELOS REYES	MALE	MARIA CECILIA PAGANA	FEMALE
TAYABAS CITY DIVISION STAND ALONE	CECILIA R. PINGOL	FEMALE	HERNANDO CORTEZ	MALE
	MARY GRACE M. CABILI	FEMALE		

**WEBINAR: The Individual Performance Commitment End Review Form  
(IPCRF) Data collection System for School Year (SY) 2019-202  
June 8, 2020**



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PROGRAM OF ACTIVITIES  
1:00 – 3:00 P.M.

TIME	TOPICS	FACILITATOR
1:00 PM – 1:15 PM	Opening Prayer	Fideliza F. Luces SEPS - HRTD
1:15 PM – 1:20 PM	Roll Call of Participants	Luzviminda Saldares EPS - II
1:20 PM – 1:30 PM	Welcome Remarks	Aniano M. Ogayon, CESO V SDS
1:30 PM – 1:40 PM	Rationale/Objectives	Fideliza V. Luces SEPS-HRTD
1:40 PM – 3:00 PM	<b>Program Proper</b> Power Point Presentation The individual Performance Commitment End Review Form (IPCRF) Data collection System for School Year (SY) 2019-2020	Fideliza V. Luces SEPS-HRTD/ Kendrick C. Cabrera
3:00 PM – 3:20 PM	Open Forum	
3:20 PM – 3:30 PM	Closing Remarks	Maylani L. Galicia OIC - ASDS

TECHNICAL WORKING COMMITTEE/ TERM OF REFERENCE

Over all Chairperson: **Aniano M. Ogayon, CESO V**  
Co- chairperson : **Maylani L. Galicia**  
**Dr. Edwin R. Rodriguez**

Committee	Chairperson/s	Terms of Reference
Program Preparation	Fideliza V. Luces	Plan on the conduct of the program Identify the facilitators and TWG of the activity Prepare Training Design and coordinate to the speakers
Registration	Luzviminda Saldares	<ul style="list-style-type: none"> <li>• Prepare and consolidate pre-registration of target participants</li> <li>• Monitor and prepare the actual list of participants</li> <li>• Assist in the preparation of certificates</li> </ul>





Technical	Kendrick C. Cabriga	<p>Prepare the platform for the webinar.</p> <p>Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</p> <p>Assist in the facilitating the open forum.</p> <p>Assist in collecting questions of the participants during the web.</p>
Documentation	Luzviminda Saludaes	<p>Document the webinar from the opening until the closing program</p> <p>Prepare and submit complete report (narrative report)</p>
QAME	Maria Corazon Borbon	<p>Assisted the M&amp;E in preparing evaluation tool and conduct M&amp;E and gather feedback</p>
Certificate	Jerome Javin	<p>Prepare the on-line E-Certificate</p>

