DIVISION MEMORANDUM
No. 36, s. 2019

To: Asst. Schools Division Superintendents
   Chief Education Program Supervisors
   Education Program Supervisors / Division Coordinators
   Public Schools District Supervisors
   Senior Education Program Specialist, HRD
   Education Program Specialist II, HRD
   Secondary and Elementary School Heads
   District ICT Coordinators
   All Others Concerned

From: CECILLE BERNADETTE P. RIVERA, CESO V
   Schools Division Superintendent

Subject: DIVISION ORIENTATION ON RPMS-IPCRF DATA COLLECTION SYSTEM

Date: September 23, 2019

1. In compliance to Memorandum DM-PFO-2019-00495 from the Office of the Undersecretary Jesus L.R. Mateo dated June 4, 2019 Re: “Collection of Teachers’ IPCRF Data for Establishment of Baseline on Teachers’ Proficiency Level for SY 2018-2019 and 2019-2020” the Human Resource Division (HRD) in cooperation with the Division Information Technology (IT) Section will conduct the Division Orientation on RPMS-IPCRF Data Collection System to the following participants and dates at the Division Conference Hall:

<table>
<thead>
<tr>
<th>Dates</th>
<th>Participants</th>
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</thead>
<tbody>
<tr>
<td>September 24, 2019</td>
<td>School ICT In-charge of the IPCRF Data Collection of the First Congressional Districts (Elementary &amp; Secondary)</td>
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<tr>
<td>8:00 – 12:00 A.M</td>
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<tr>
<td>September 24, 2019</td>
<td>School ICT In-charge of the IPCRF Data Collection of the Second Congressional Districts (Elementary &amp; Secondary)</td>
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<td>1:00 – 5:00 P.M</td>
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2. Participants are requested to bring the following:
   a. IPCRF of the teachers in their school;
   b. laptops with Microsoft Office 2013 or latest version; Operating System: Window 7 or latest version;
   c. pocket WIFI; and
   d. extension wires

   e. The participants must have an email on @deped.gov.ph account.

   f. Attach is Enclosure No. 1 Instructions for the RPMS – IPCRF Data Collection.

   g. Travel expenses of participants shall be charged against their respective school MOOE/local funds subject to existing COA and accounting rules and regulations.

   h. For information and compliance.
Instructions for the RPMS – IPCRF Data Collection

A. How to DOWNLOAD the IPCRF Package  
   Step 1: In www.depedcamsur.com, access the tab ABOUT US, ODDS DIVISION, IT SECTION PAGE, DOWNLOAD IT SECTION, then click IPCRF MATTERS. 
   Step 2: Under IPCRF Collection Forms, download the IPCRF Data Package July2019.zip 
   Step 3: Save it in your laptop/desktop and remember its location 
   Step 4: Extract the file (Two (2) folders will be extracted) 
   Step 5: Double click IPCRF Data Package_July2019 folder

B. How to ENCODE data Rating of Teachers in the IPCRF Rating Collection Form  
   Step 1: For Elementary and Secondary, double click IPCRF Rating Collection Form.xlsm 
   Step 2: Click Enable Content (to disable the Macros) 
   Step 3: Start encoding on the White spaces provided 
   Step 4: Take note of the Format before encoding 
   Step 5: Once done encoding of the ratings, key in the name of the RATER, then, click SAVE 
   Step 6: Click RESET FORM button to encode the next Rating of Teacher, then repeat Step 5. 
   Step 7: After all the ratings of teachers have been encoded, key in the names under PREPARED BY: and CERTIFIED CORRECT, then click the FINALIZE & LOCK button. 
   Step 8: A confirmation message will appear, click YES button 
   Step 9: A password will be required, key in your 6 characters for your password, then click FINALIZE

C. How to CONSOLIDATE data Rating of Teachers in the IPCRF Rating Collection Form  
   Step 1: Once the file has been finalized, copy the file in the CONSOLIDATION Folder (Elem,Sec, SHS) 
   Step 2: And to CONSOLIDATE, click on the file intended to consolidate (Elem, Sec, SHS) 
   Step 3: Click ENABLE CONTENT (to disable the Macros) 
   Step 4: Click CONSOLIDATE button 
   Step 5: Locate for the file/s that you are about to consolidate (remember, the file has been copied in the consolidation folder) 
   Step 6: You will never see the file in the folder, however, once you click the OK button, consolidation process will continue and consolidation progress will appear until the file/s consolidates.

D. SUBMIT the CONSOLIDATED IPCRF during the Orientation Workshop.