



July 29, 2019

**DIVISION MEMORANDUM**

No. 455, s. 2019

**ORIENTATION AND COLLECTION OF TEACHERS' IPCRF DATA FOR ESTABLISHMENT OF BASELINE ON TEACHERS' PROFICIENCY LEVEL FOR SY 2018-2019 AND SY 2019-2020**

To: **Assistant Schools Division Superintendents**  
**Division Chiefs**  
**Education Program Supervisors/Coordinators**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**Public Elementary and Secondary School Teachers**  
**School ICT Coordinators**  
**All Others Concerned**

1. Relative to Regional Memorandum No. 374, s. 2019 entitled " **Collection of Teachers' IPCRF Data for Establishment of Baseline on Teachers' Proficiency Level for SY 2018-2019 and SY 2019-2020** ", this Office through the Human Resource Development Section (HRDS), in coordination with the Information and Communications Technology Section (ICTS), shall conduct an orientation and collection of IPCRF data of all teachers of Cebu Province Division on the dates and venues specified below.

Cluster	Districts	Date	Venue
1	Samboan, Ginatilan, Malabuyoc, Alegria	August 13, 2019	Malabuyoc
2	Dalaguete1, Alcoy, Boljoon, Oslob, Santander	August 14, 2019	Boljoon
3	Sibonga, Argao 1 & 2, Dalaguete 2	August 15, 2019	Argao 2
4	Minglanilla 1 & 2, San Fernando 1 & 2	August 16, 2019	Minglanilla
5	Badian, Moalboal, Alcantara, Ronda	August 19, 2019	Moalboal
6	Dumanjug 1 & 2, Barili 1 & 2	August 20, 2019	Dumanjug 1
7	Aloguinsan, Pinamungajan 1 & 2	August 21, 2019	Aloguinsan
8	Consolacion	August 22, 2019	Consolacion
9	Lilo-an, Compostela & Cordova	August 23, 2019	Compostela
10	Carmen, Catmon, Sogod, & Borbon	August 27, 2019	Carmen
	Travel time from Carmen to Danao, then to San Francisco	August 28, 2019	
11	San Francisco, Pilar, Poro & Tudela	August 29, 2019	San Francisco
	Travel Time from island back to mainland	August 30, 2019	
12	Balamban 1 & 2, Asturias 1 & 2, Tabuelan	Sept. 2, 2019	Balamban 1
13	Tuburan 1 & 2, San Remigio 1 & 2	Sept. 3, 2019	San Remigio 1
14	Daanbantayan 1 & 2, Medillen, Tabogon	Sept. 4, 2019	Daanbantayan 1
	Travel Time to Hagnaya, then to Santa Fe	Sept. 5, 2019	
15	Santa Fe, Madrideojos, Bantayan 1 & 2	Sept. 6, 2019	Santa Fe
	Travel Time from Santa Fe to Mainland	Sept. 7, 2019	Back at home

2. This activity aims to:
  - 2.1. discuss the matrix of responsibility at each governance level, mechanism and the timeline for the IPCRF data collection and consolidation;
  - 2.2. collect the IPCRF Rating of all teachers;
  - 2.3. encode the Individual Ratings of all teachers based on the copy of duly approved IPCRF using the IPCRF Rating Collection form by the School Head and shall be assisted by the School ICT Coordinator;
  - 2.4. consolidate the IPCRF data at school level using the IPCRF Data Consolidation Form;
  - 2.5. submit the accomplished Data Consolidated Form to the SDO-HRD personnel.
  
3. Participants to this activity are the School Heads and School ICT Coordinators (2 pax/school) of the 57 districts (Proxy/replacement is **NOT** allowed). All participants are requested to arrive on time, the activity will promptly/exactly start at 8 o' clock in the morning.
  
4. Participants are also directed to bring with them the following:
  - 4.1. approved IPCRF of all teachers (hard & soft copy)
  - 4.2. laptop
  - 4.3. pocket wifi
  - 4.4. extension wire
  
5. Dr. Margarita A. Nierra, Senior Education Program Specialist, Human Resource Development from Schools Governance Operations Division and Mr. Emmanuel Mendoza, Information Technology Officer, shall serve as Speakers/facilitators and Ms. Christine B. Miñao, ADAS 2, shall serve as support staff of the said activity.
  
6. Member the training team, speakers, admin/logistics support staffs, School Heads participants will be given Compensatory Time-off (CTO) and teacher participants will be given Service Credits for services rendered during Sunday, Saturday or Holiday, in accordance to the existing Civil Service Commission (CSC) or DepEd Orders Issuances.
  
7. This Memorandum serves as **Authority to Travel** of the participants, speakers, technical or support personnel as well as the other members of the training team/management.
  
8. Expenses of the said activity, such as, venue, meals and snacks of the participants shall be charged against **School MOOE/SEF and other local funds**, while travel expenses (to and from the island districts), per diem, lodging, and other incidental expenses of the training team/division personnel shall be charged against **Division MOOE funds**, subject to its availability and the usual accounting and auditing rules and regulations.
  
9. Immediate dissemination of this Memorandum is desired.

  
**RHEA MARIA ANGTUD, Ed.D., CESO VI**  
 Schools Division Superintendent

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