



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

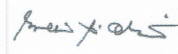
DIVISION MEMORANDUM
No. 366, s. 2020

August 3, 2020

**REMINDERS RE: UPLOADING OF TEACHER'S SY 2019-2020 e-IPCRF FILE IN
THE DATA SUBMISSION SYSTEM**

To: SGOD Chief
Division RPMS-PPST Focal Person
SEPS-HRD
EPS II-HRD
Division ITO
Public Schools District Supervisors
Public School Heads
Public School ICT Coordinators
School IPCRF Uploaders

1. This is in reference to the electronic mail (e-mail) sent by the BHROD on the Uploading of Teachers SY 2019-2020 e-IPCRF in the Data Submission.
2. Attached is the guide on the steps in uploading the files.
3. The links for the submission system are:
<http://bit.ly/IPCRFSubmission> or <http://bit.ly/IPCRFSystemSubmit>.
ONLY the registered uploaders can access the links.
4. For your information, guidance and compliance.


CRISTY C. EPE
Schools Division Superintendent
 08-03-20

DepEd Schools Division of Digos City
RECORDS SECTION
60218
DATE: 03 AUG 2020 3:56 PM
BY: 



Electronic mail (e-mail) sent from the BHROD

Sir/Madam:

Good day. We hope this email finds you well.

This is to remind everyone that today, **August 3, 2020**, marks the start of the **uploading of teacher's e-IPCRF file in the Data Submission System**. This uploading ends by the 3rd week of August 2020, per DM-OUPHRODFO-2020-00199. **Let us encourage the schools to upload as early as possible.**

In this regard that we enumerate the following reminders that we should share with our colleagues:

1. Attached is the **guide** on the steps in uploading the files. Kindly share this to the divisions/schools under your jurisdiction.

2. The **links for the submission system** are: <http://bit.ly/IPCRFSubmission> or <http://bit.ly/IPCRFSystemSubmit>. ONLY the registered uploaders can access the links.

- (a) school-based uploaders for teaching personnel in schools; and
- (b) division-based uploaders for ALS teachers assigned in CLCs.

For issues and/or concerns regarding access to the system, a separate email will be sent by the DepEd-CO RPMS Team within the day to the Regional focal person/s to facilitate the solution to these concerns.

3. Each e-IPCRF file shall have been **checked and validated in terms of accuracy and completeness** of ALL entries before uploading the file. Direct them to refer to the IPCRF User Guide, access at <http://deped.in/IPCRFEncode20192020>, specifically on the steps on accomplishing the e-IPCRF. **One files are uploaded, the school can no longer edit or correct the files.**

4. Each file uploaded in the system is assumed to have been **approved/agreed upon by the Ratee, Rater and Approving Authority**, even though digital signatures are not present in the e-IPCRF. A mechanism shall have been established in the school and division levels regarding this matter, especially for MTs and ALS teachers in CLCs whose approving authorities are division-based personnel.

5. A separate email will be sent within this week to SDO/RO personnel in-charge of RPMS regarding the details on access to the **monitoring system** for you to monitor submission of the schools.

Again, we appreciate your usual assistance and support in this endeavor.

Thank you very much.

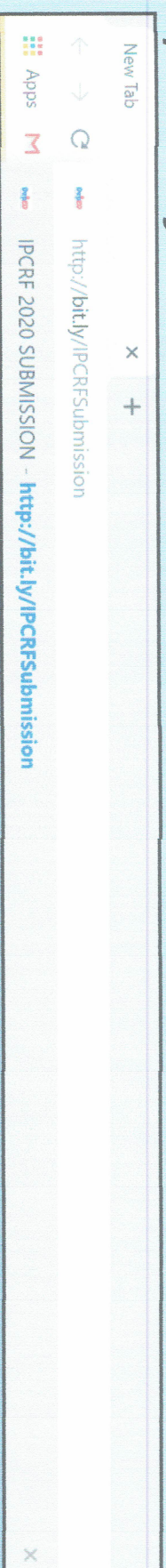
Very truly yours,

BHROD-HRDD RPMS HelpDesk Team

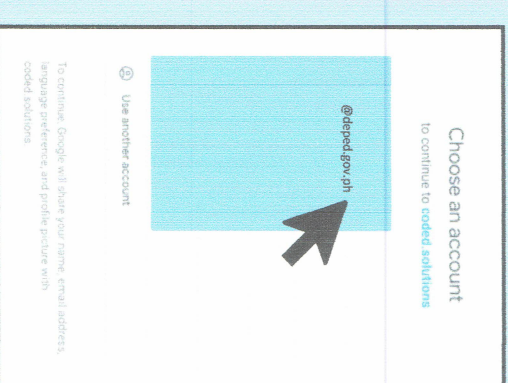
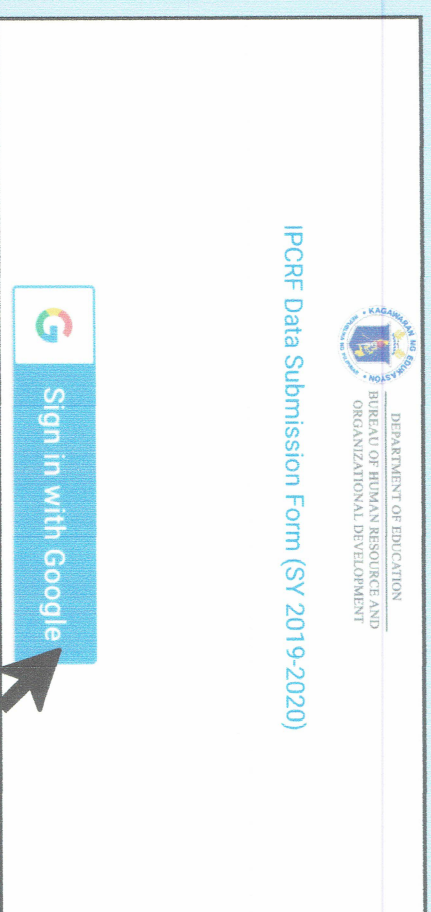
STEPS IN UPLOADING THE E-IPCRF OF TEACHERS RPMS SY 2019-2020



- 1 Open the link for submission:
<http://bit.ly/IPCRFSubmission> OR <http://bit.ly/IPCRFSystemSubmit>



- 2 Click 'Sign in with Google', and use your DepEd email address enrolled as IPCRF uploader.





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STEPS IN UPLOADING THE E-IPCRF OF TEACHERS RPMS SY 2019-2020

3 Read and understand the notes and instructions carefully.



DEPARTMENT OF EDUCATION
BUREAU OF HUMAN RESOURCE AND
ORGANIZATIONAL DEVELOPMENT

IPCRF Data Submission Form (SY 2019-2020)

Privacy Notice

By using this system, you agree to authorize the Department of Education to collect, process, retain, and dispose of your personal information in accordance with Data Privacy Act of 2012.

This form collects all data/information from the eIPCRF (Parts I-IV) file of each teacher of the Department.

MAKE SURE THAT YOU UPLOAD THE CORRECT FILES. YOU CANNOT REPLACE THE DATA ALREADY UPLOADED.

Thank you for taking the time to accomplish this form. The name, username, and photo associated with your Google account will be recorded when you upload the file and submit this form.

LOGOUT

Name

Active Email

@deped.gov.ph

STEPS IN UPLOADING THE E-IPCRF OF TEACHERS

RPMS SY 2019-2020



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4 Click *'Upload IPCRF File Here'*, then browse and select the file to be uploaded.

5 Review the details of the file, and click *'Submit'*.

UPLOAD IPCRF FILE HERE

VIEW SUBMISSIONS

Teacher's name	School ID
Teacher's Name	School ID
Region	School Name
Region	School Name
Division	
Division	

**Note: Details are based on the file uploaded.*

UPLOAD IPCRF FILE HERE

DepEd f

SUBMIT

VIEW SUBMISSIONS

Teacher's name	School ID
ALONZO, TEODORA Y.	123456
Region	School Name
IV-A - CALABARZON	Angelo Uy National High School
Division	
Biñan City	

**Note: Details are based on the file uploaded.*

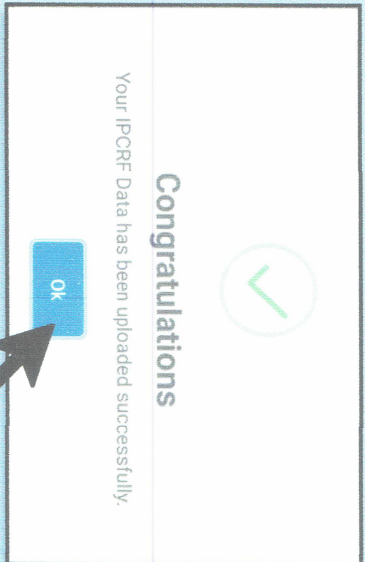
STEPS IN UPLOADING THE E-IPCRF OF TEACHERS



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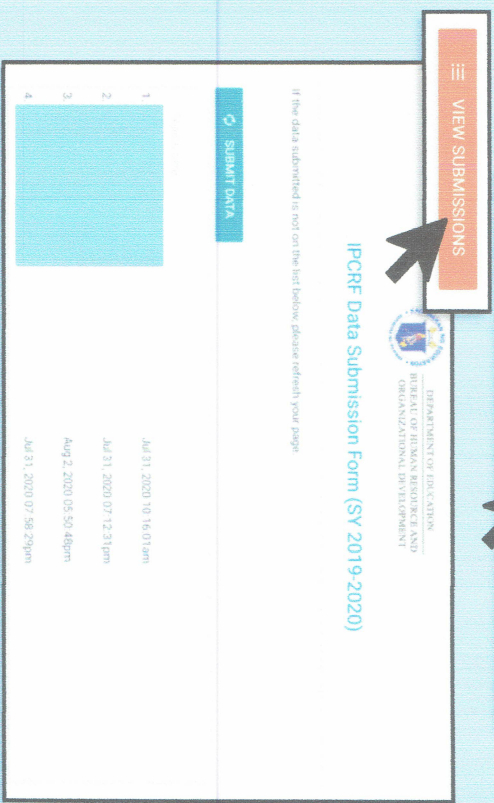
RPMS SY 2019-2020

6 A successful uploading shows you this notice:



7 You may click 'View Submissions' to check the status of uploaded file.

You can use the 'Search' field to look for the name of a teacher whose file is already uploaded.



8 Repeat Steps 4-7 for the other e-IPCRF Files. Click 'Logout' in the homepage as soon as done.

