1.3.2.6. Report_P Sheet

This sheet tallies the total number of Proficient Teachers per QET rating by subject area in every objective.

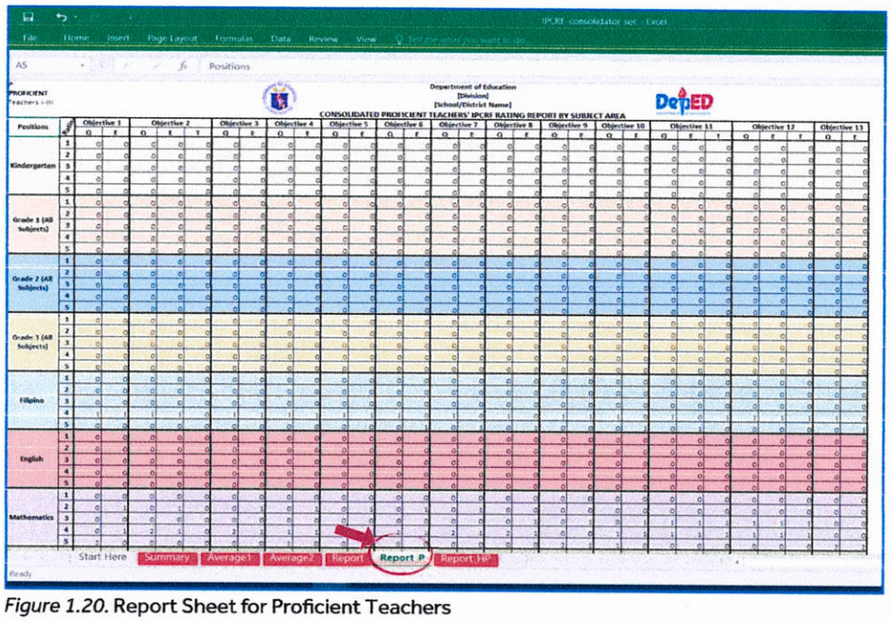


Figure 1.20. Report Sheet for Proficient Teachers

1.3.2.7. Report_HP Sheet

This sheet tallies the total number of Proficient Highly Teachers per QET rating by subject area in every objective.

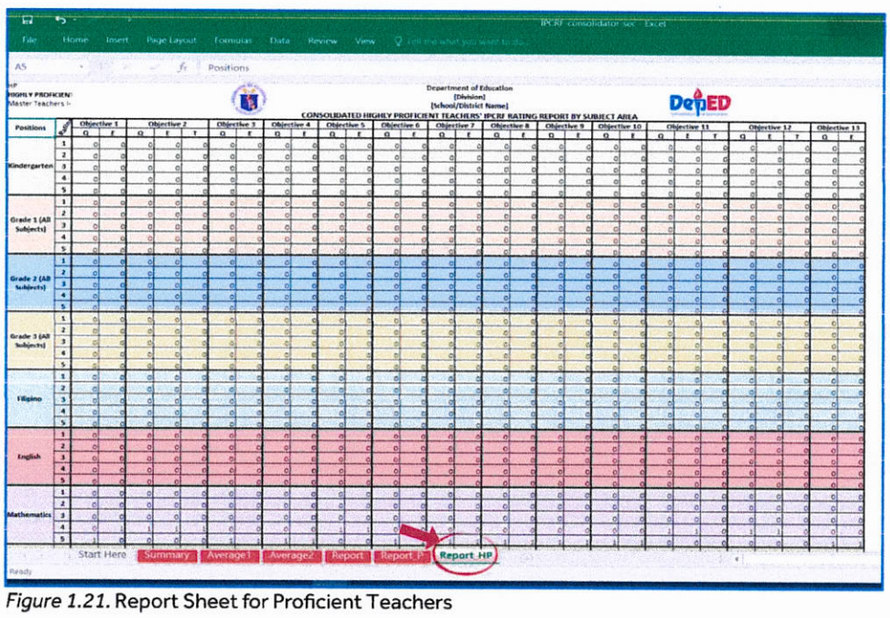


Figure 1.21. Report Sheet for Proficient Teachers

1.4. What are the roles and responsibilities of School Heads and other HR personnel in the IPCRF data collection and consolidation?

The following officials/personnel shall be responsible for data collection at each governance level.

Table 1. Matrix of Responsibility

Governance Level	Focal Office/ Person	Task
Small Schools	School Head	Encoding and consolidation of IPCRF rating of teachers
Medium & Large Schools	Department Head	Encoding of IPCRF rating of teachers
	School Head	Consolidation of IPCRF rating of teachers
Schools Division Office (SDO)	Human Resource Development Section (SDO-HRDS), School Governance and Operations Division (SGOD) Chief	Consolidation of IPCRF Data Consolidation Forms submitted by schools
Regional Office (RO)	Regional Human Resource Development Division (RO-HRDD), HRDD Chief	Consolidation of IPCRF Data Consolidation Forms submitted by SDOs
Central Office (CO)	Bureau of Human Resource and Organizational Development-Human Resource Development Division (BHROD-HRDD)	Consolidation of IPCRF Data Consolidation Forms submitted by ROs
	National Educators Academy of the Philippines (NEAP), Performance Management Unit and Professional Development Division	Submission of IPCRF Data Consolidation Forms to National Educators Academy of the Philippines (NEAP) for HR development planning

To ensure that adequate support mechanisms are in place, school ICT Coordinators and Information Technology Officers (ITOs) at the SDOs/ ROs must provide technical assistance as necessary to School Heads and other offices responsible for data collection.

2. Collection of Teachers' IPCRF Ratings

Following the guidelines stipulated in the DepEd Order No. 2, s. 2015, teachers will submit their RPMS Portfolio for review and evaluation. The teacher and school will agree on the rating based on the MOV submitted, which will conclude at the signing of the IPCRF.

Collection of IPCRF ratings using the Excel-based data gathering forms will start after the submission of accomplished and duly signed IPCRF to the Department Head or School Head. The IPCRF ratings of individual teachers will be encoded using the IPCRF Rating Collection Form.

This section guides the school head and other designated human resource personnel in the process of collection and consolidation of IPCRF data of teachers.

In small schools, the School Head shall encode the IPCRF data. In medium and large schools, the Department Heads shall encode teachers' IPCRF data within their department using the IPCRF Rating Collection Form and submit the accomplished form to the School Head.

2.1. How do you set up and open the IPCRF data gathering forms?

The school head and other human resource personnel identified in Table 1 (see page 21) are responsible for the collection, consolidation and submission of IPCRF data. The following steps should be undertaken to set up and open the IPCRF data gathering forms.

Step 1: Download the Excel-based data gathering forms from the link provided.

The **IPCRF data gathering forms** can be accessed through the following link:
http://deped.in/IPCRFDataForms.

Step 2: Extract the files from the compressed folder and open the IPCRF Rating Collection Form.

The IPCRF Data Package will be downloaded as a compressed file (.rar or .zip), which may look like Figure 2.1 below.

Figure 2.1. Compressed IPCRF Data Package file

Extract the **IPCRF Data Package_vMay2019** from the compressed folder file and **save it on the Desktop**.

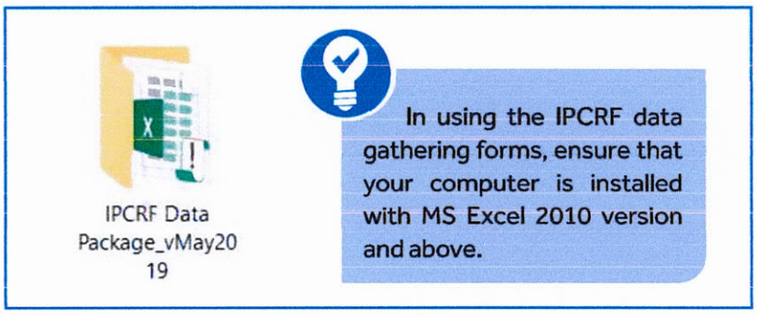


Figure 2.2. Extracted IPCRF Data Package folder

Inside the folder, you will find the following files and folders.

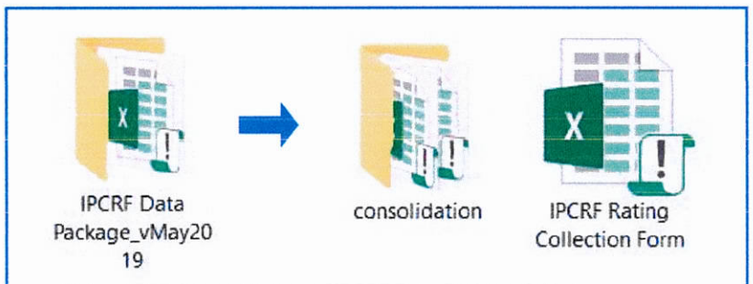


Figure 2.3. Folder structure of IPCRF Data Package folder

Figure 2.4. Folder structure of "Consolidation" folder

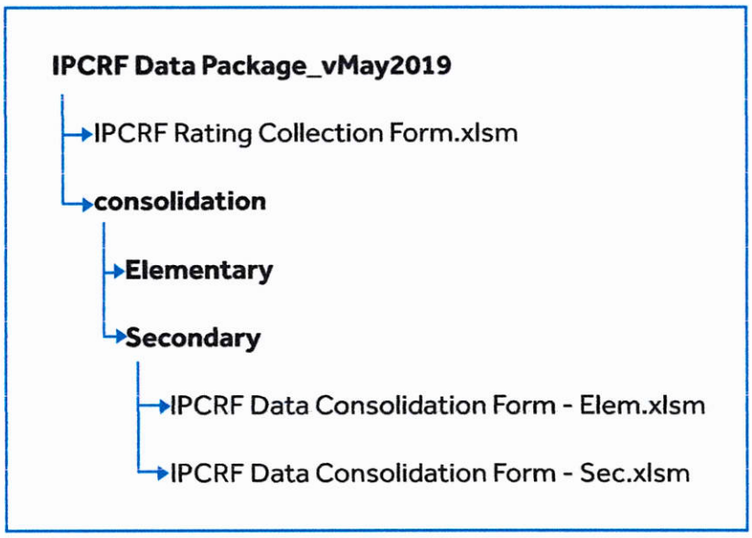
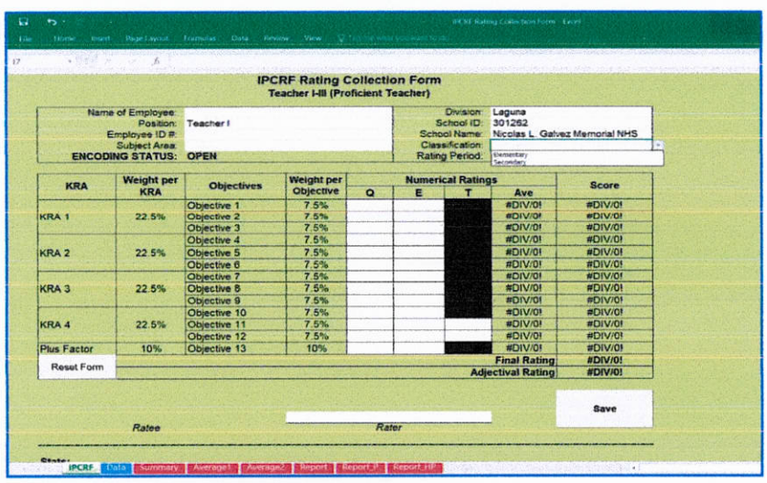


Figure 2.5. Folder structure of IPCRF Data Package_vMay2019 folder

Step 3: Open the IPCRF Rating Collection Form.



IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee:		Division:	Laguna
Position:	Teacher I	School ID:	301262
Employee ID #:		School Name:	Nicolas L. Galvez Memorial NHS
Subject Area:		Classification:	
ENCODING STATUS:	OPEN	Rating Period:	Elementary / Secondary

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
Reset Form							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Save

Ratee Rater

Figure 2.6. IPCRF Rating Collection Form

Step 4: Enable Macros

Click **"Enable Editing"** and **"Enable Content".**

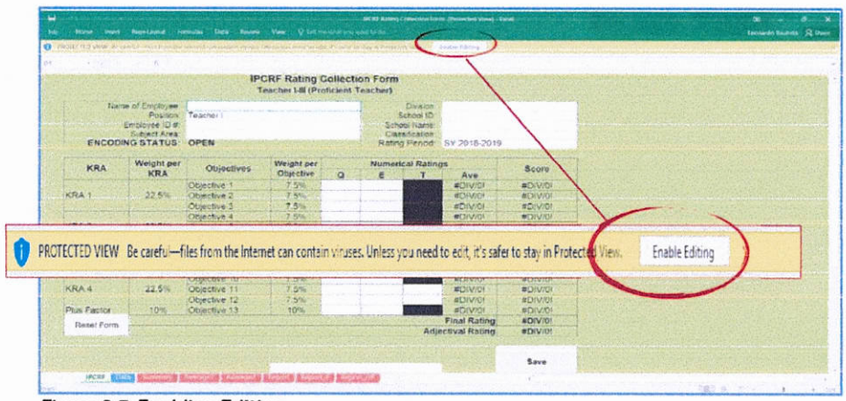


Figure 2.7. Enabling Editing

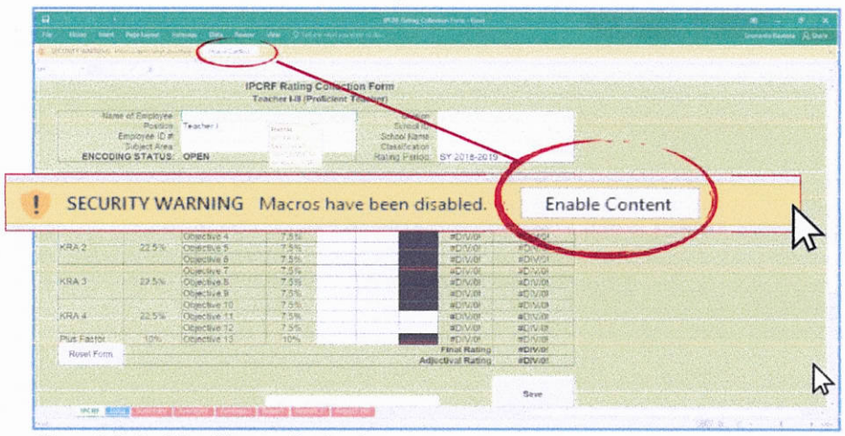


Figure 2.8. Enabling Macros Content

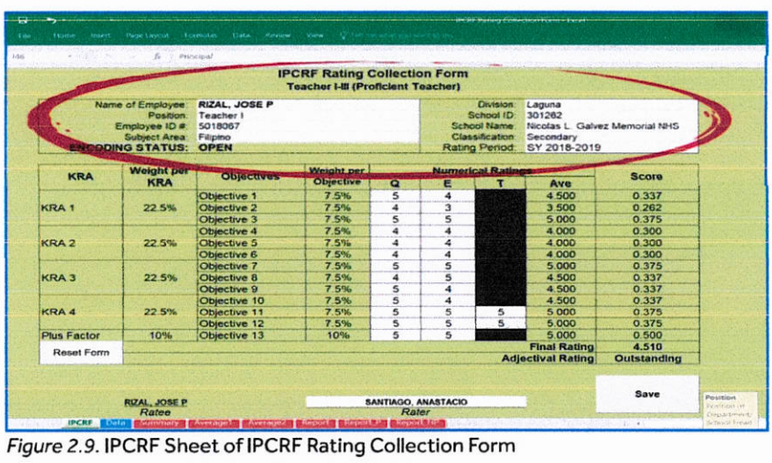
The School Head/Department Head may now encode the IPCRF rating of teachers based on the copy of duly approved IPCRF using the IPCRF Rating Collection Form.

2.2. How do you encode the IPCRF ratings of teachers using the IPCRF Rating Collection Form?

Step 1: Type in teacher's and school's information

Type in the form teacher's information in the required fields, e.g. name of the teacher, position, employee ID, subject area being taught, as well as school's information, e.g. division, school ID, school name and classification.

White cells in the Excel file are required fields and can be edited. On the other hand, black cells are locked and cannot be edited.



IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee:	RIZAL, JOSE P	Division:	Laguna
Position:	Teacher I	School ID:	301282
Employee ID #:	5018067	School Name:	Nicolas L. Galvez Memorial NHS
Subject Area:	Filipino	Classification:	Secondary
ENCODING STATUS:	OPEN	Rating Period:	SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	4	4		4.000	0.300
KRA 3	22.5%	Objective 7	7.5%	5	5		5.000	0.375
		Objective 8	7.5%	4	5		4.500	0.337
		Objective 9	7.5%	5	4		4.500	0.337
KRA 4	22.5%	Objective 10	7.5%	5	4		4.500	0.337
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.510
							Adjectival Rating	Outstanding

Reset Form

Save

RIZAL, JOSE P
Ratee

SANTIAGO, ANASTACIO
Rater

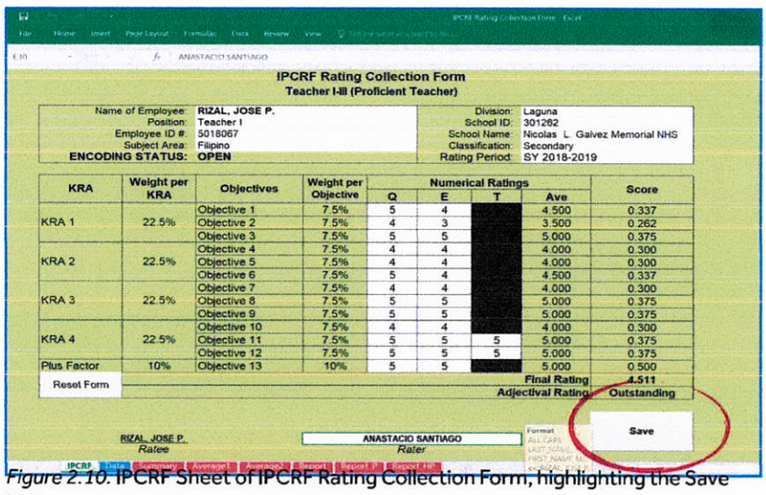
Figure 2.9. IPCRF Sheet of IPCRF Rating Collection Form

- The form changes depending on the position of the teacher, as indicated by its color. The form for Proficient Teachers is green, while the form for Highly Proficient teacher is blue.
- For Classification, you may click the drop down arrow and choose between **"Elementary"** or **"Secondary"**.
- For Subject Area, you choose among the following:

Kindergarten	Araling Panlipunan
Grade 1 (All subjects)	Edukasyon sa Pagpapakatao
Grade 2 (All subjects)	MAPEH
Grade 3 (All subjects)	TLE/HE
Filipino	TLE/Tech-Voc
English	SPED
Mathematics	ALS

Step 2: Type the teacher's IPCRF rating. When you are finished typing the ratings, click the Save button.

Type the teacher's rating for Q, E and T. The form automatically computes for the Average and Score. Type the name of the Rater as well.



IPCRF Rating Collection Form
Teacher I-III (Proficient Teacher)

Name of Employee:	RIZAL, JOSE P.	Division:	Laguna
Position:	Teacher I	School ID:	301262
Employee ID #:	5018067	School Name:	Nicolas L. Galvez Memorial NHS
Subject Area:	Filipino	Classification:	Secondary
ENCODING STATUS:	OPEN	Rating Period:	SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%	5	4		4.500	0.337
		Objective 2	7.5%	4	3		3.500	0.262
		Objective 3	7.5%	5	5		5.000	0.375
KRA 2	22.5%	Objective 4	7.5%	4	4		4.000	0.300
		Objective 5	7.5%	4	4		4.000	0.300
		Objective 6	7.5%	5	4		4.500	0.337
KRA 3	22.5%	Objective 7	7.5%	4	4		4.000	0.300
		Objective 8	7.5%	5	5		5.000	0.375
		Objective 9	7.5%	5	5		5.000	0.375
KRA 4	22.5%	Objective 10	7.5%	4	4		4.000	0.300
		Objective 11	7.5%	5	5	5	5.000	0.375
		Objective 12	7.5%	5	5	5	5.000	0.375
Plus Factor	10%	Objective 13	10%	5	5		5.000	0.500
							Final Rating	4.511
							Adjectival Rating	Outstanding

Reset Form

RIZAL, JOSE P.
Ratee

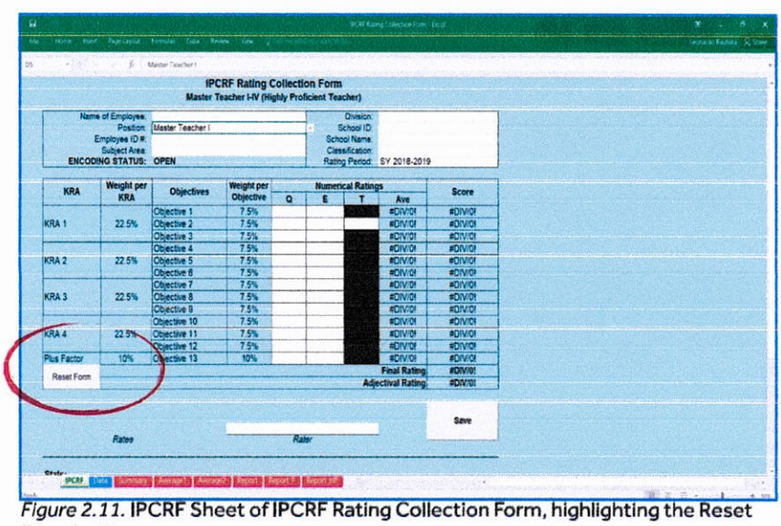
ANASTACIO SANTIAGO
Rater

Save

Figure 2.10. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Save button.

Clicking the **"Save" button** automatically saves the IPCRF ratings and resets the form. You can now input the data of the next teacher.

You may also use the **"Reset Form"** button to easily delete all data that you put in the form.



IPCRF Rating Collection Form
Master Teacher I-IV (Highly Proficient Teacher)

Name of Employee:		Division:	
Position:	Master Teacher I	School ID:	
Employee ID #:		School Name:	
Subject Area:		Classification:	
ENCODING STATUS:	OPEN	Rating Period:	SY 2018-2019

KRA	Weight per KRA	Objectives	Weight per Objective	Numerical Ratings Q	E	T	Ave	Score
KRA 1	22.5%	Objective 1	7.5%				#DIV/0!	#DIV/0!
		Objective 2	7.5%				#DIV/0!	#DIV/0!
		Objective 3	7.5%				#DIV/0!	#DIV/0!
KRA 2	22.5%	Objective 4	7.5%				#DIV/0!	#DIV/0!
		Objective 5	7.5%				#DIV/0!	#DIV/0!
		Objective 6	7.5%				#DIV/0!	#DIV/0!
KRA 3	22.5%	Objective 7	7.5%				#DIV/0!	#DIV/0!
		Objective 8	7.5%				#DIV/0!	#DIV/0!
		Objective 9	7.5%				#DIV/0!	#DIV/0!
KRA 4	22.5%	Objective 10	7.5%				#DIV/0!	#DIV/0!
		Objective 11	7.5%				#DIV/0!	#DIV/0!
		Objective 12	7.5%				#DIV/0!	#DIV/0!
Plus Factor	10%	Objective 13	10%				#DIV/0!	#DIV/0!
							Final Rating	#DIV/0!
							Adjectival Rating	#DIV/0!

Reset Form

Save

Ratee

Rater

Figure 2.11. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Reset Form button.

The form also tallies the number of saved ratings per position.

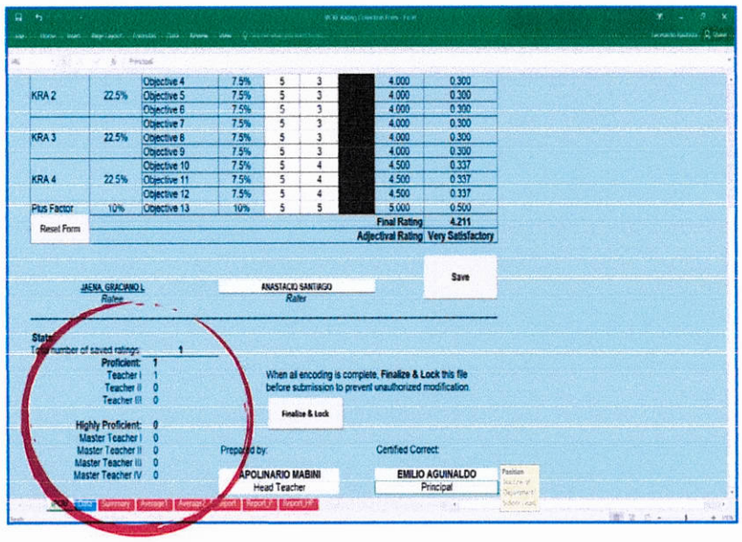


Figure 2.12. IPCRF Sheet of IPCRF Rating Collection Form, highlighting the Statistics part

Step 3. Finalize and lock the form

When all encoding of IPCRF ratings is complete, you may now finalize and lock the form. To do that, scroll down and type the names and position of the personnel in-charge of the preparation of the IPCRF rating collection form and the approving authority.

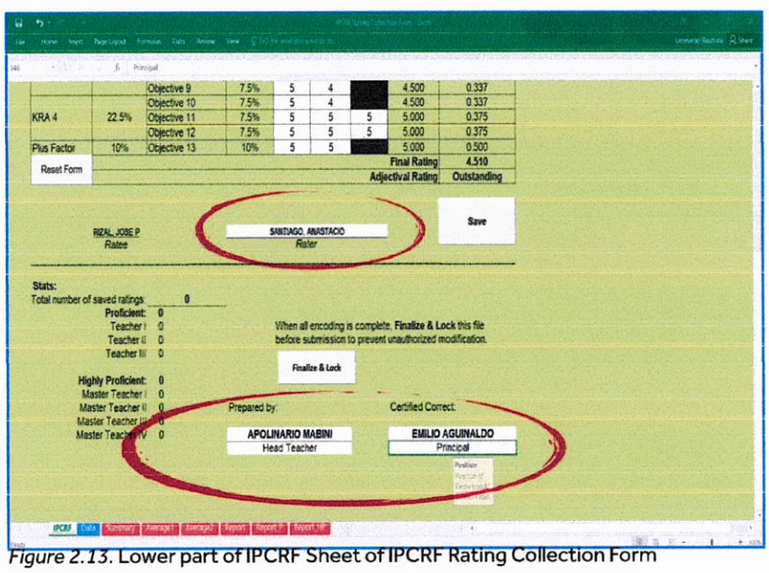


Figure 2.13. Lower part of IPCRF Sheet of IPCRF Rating Collection Form

When all encoding is complete, click **"Finalize & Lock"** to prevent unathorized modification.

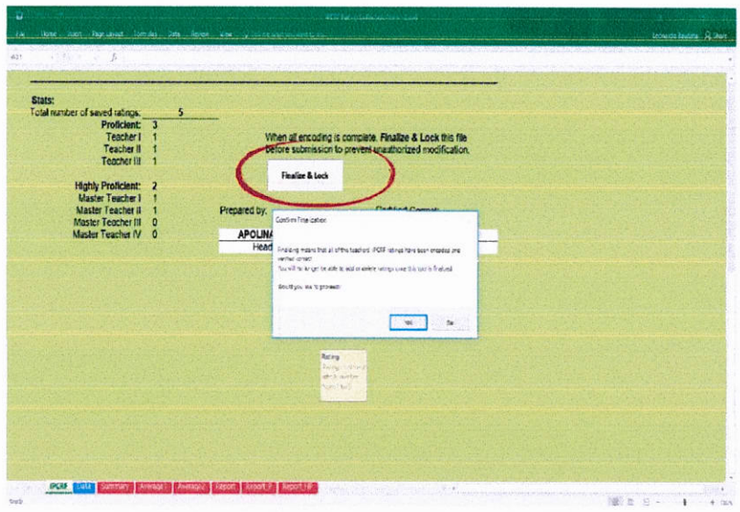


Figure 2.14. Finalizing and locking the IPCRF Rating Collection Form

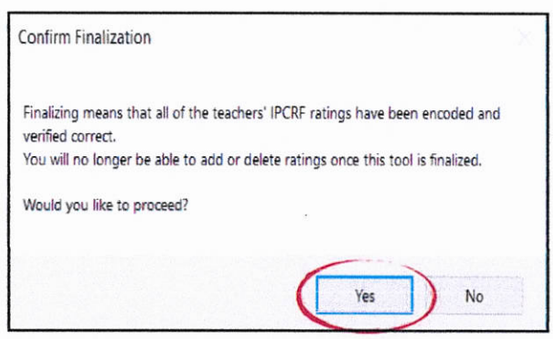


Figure 2.15. Prompt confirming finalization of IPCRF Rating Collection Form

You will be asked to type your desired password. Enter a password (minimum of 6 characters) with which to lock your file. The same password will be required to unlock the form, if needed.

Click **"Finalize".**

Once the form is finalized and locked, adding or deleting ratings will no longer be permitted.

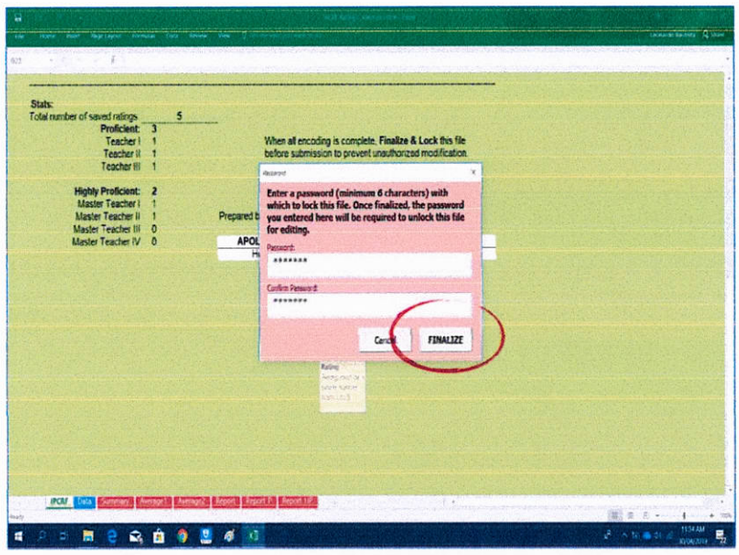


Figure 2.16. Finalizing and locking the IPCRF Rating Collection Form

The form automatically turns red to indicate that the form has been locked.

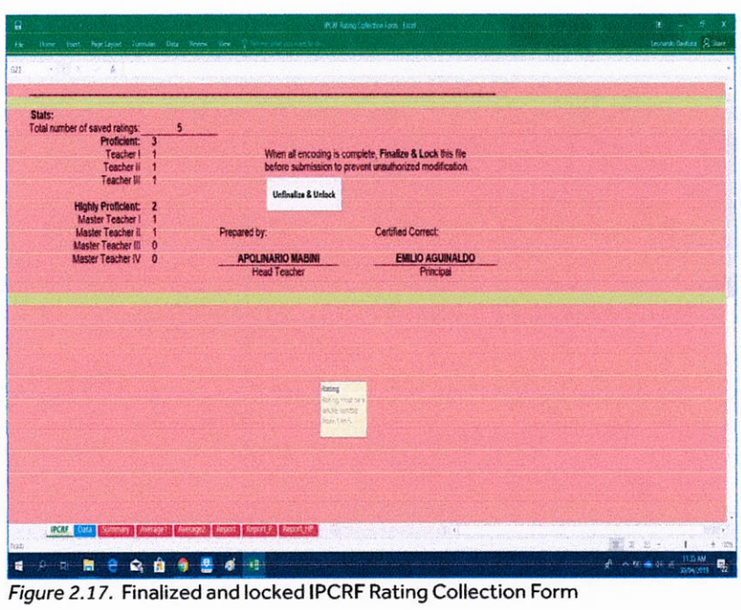


Figure 2.17. Finalized and locked IPCRF Rating Collection Form

If you wish to modify and manage the data, click **"Unfinalize and Unlock"** and enter the password you created.

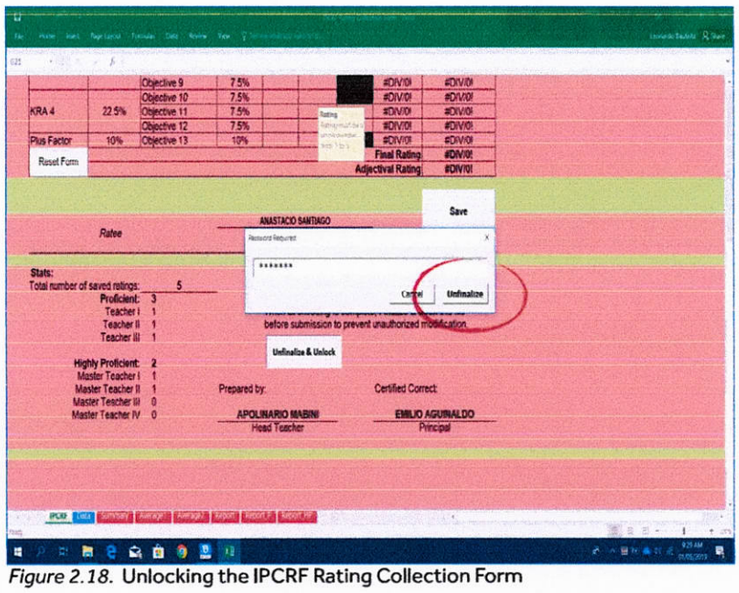


Figure 2.18. Unlocking the IPCRF Rating Collection Form

3. Consolidation and Submission of IPCRF Ratings

The IPCRF Rating Consolidation Form is intended to consolidate teachers' IPCRF Rating Collection Forms. This form can be used to consolidate IPCRF ratings at different governance levels.

3.1. How do you consolidate IPCRF ratings at the school level?

3.1.1. Consolidation in Small Schools

In small schools, the School Head will be responsible for the encoding of the IPCRF rating using the IPCRF Rating Collection Form. The School Head will then consolidate the IPCRF ratings using the IPCRF Data Consolidation Form.

3.1.2. Consolidation in Medium and Large Schools

In medium and large schools, the collection of IPCRF rating will start at the department level. Department Heads will be responsible for gathering duly accomplished IPCRF for their department. They will then encode the IPCRF ratings using the IPCRF Rating Collection Form. Accomplished IPCRF Rating Collection Forms will be submitted to the School Head. The School Head will consolidate the forms using the IPCRF Data Consolidation Form.

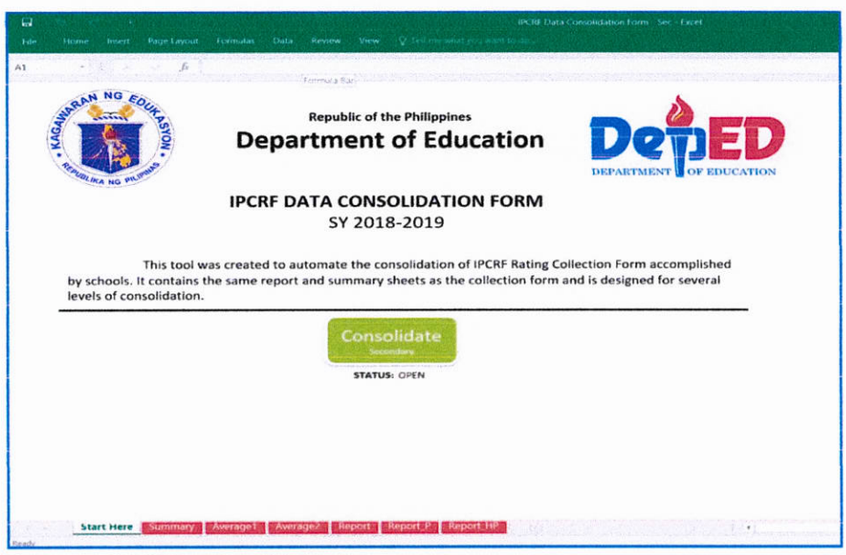


Figure 3.1. IPCRF Data Cnsolidation Form

Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the Schools Division Office for further consolidation.

To consolidate the forms, do the following:

Step 1: Move the accomplished IPCRF Rating Collection Form in the appropriate folder inside the Consolidation folder.

The data is automatically saved once you closed the IPCRF Rating Collection Form. Make sure that the form is finalized and locked.

Open the "Consolidation" folder.

Move the accomplished IPCRF Rating Collection Form in the folder appropriate to your school classification.
If your school is in elementary, move the form into the **Elementary** folder. If your school is in the secondary, move it into the **Secondary** folder.

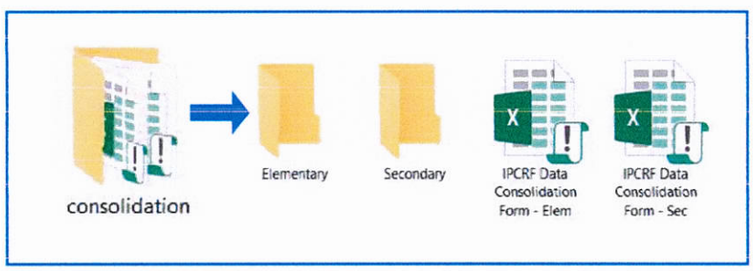


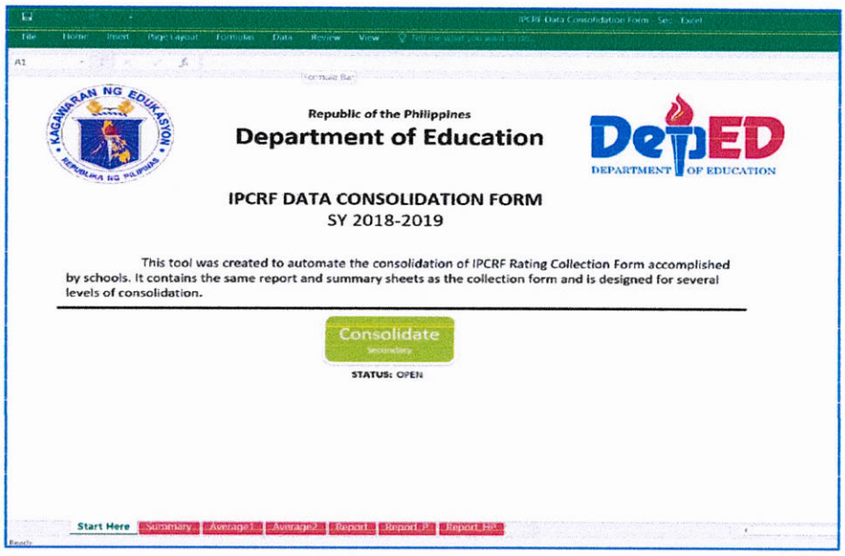
Figure 3.2. Folder structure of IPCRF Data Package folder

The School Head may now consolidate the IPCRF Rating Collection Form.

Step 2: Open the IPCRF Data Consolidation Form appropriate to your school classification.

Step 3: Enable Macros.

Click **"Enable Editing"** and **"Enable Content".**



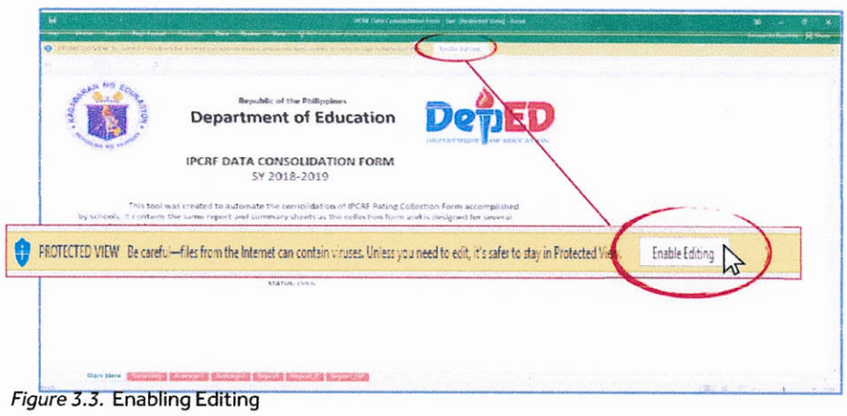


Figure 3.3. Enabling Editing

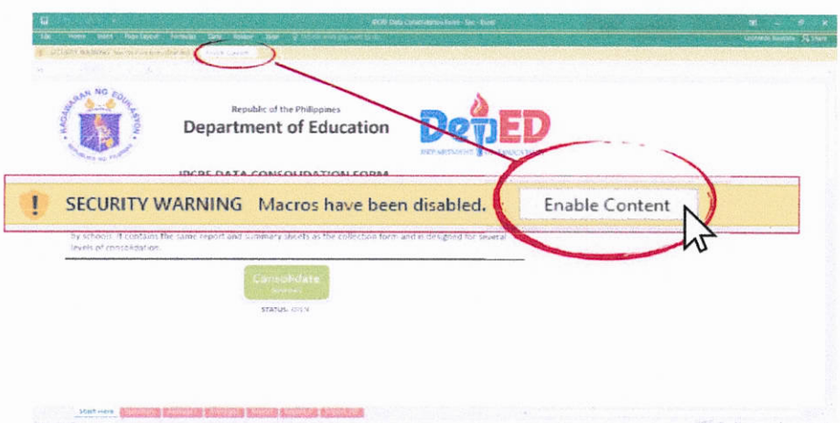


Figure 3.4. Enabling Macros Content

Step 4: Consolidate the IPCRF Rating Collection Form.

Click the green button **"Consolidate".**

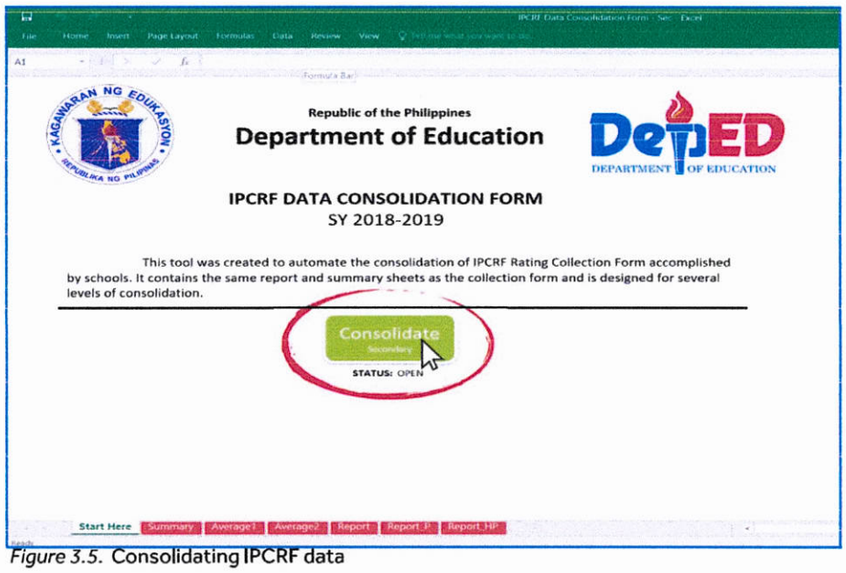


Figure 3.5. Consolidating IPCRF data

Step 5: Select the folder where the IPCRF Rating Collection Forms are stored.

Click **"OK"** to commence the process of consolidation.

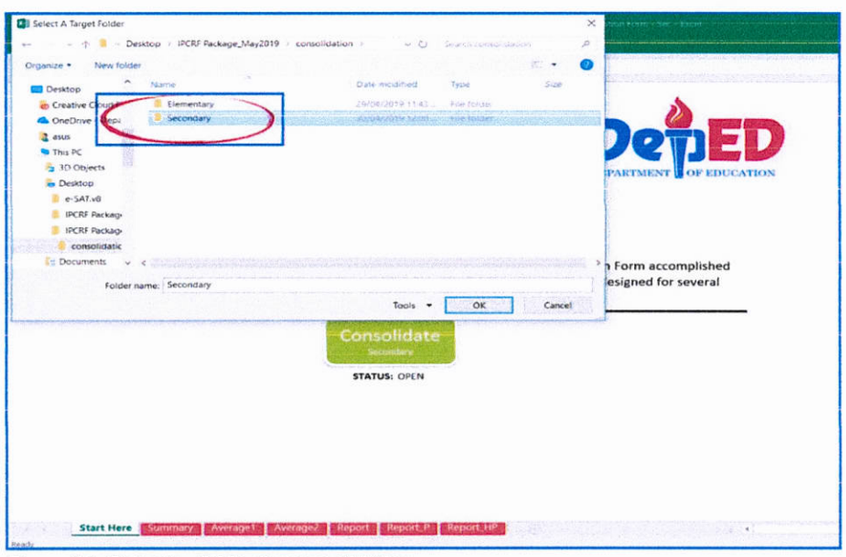


Figure 3.6. Selecting folder for consolidation

Step 5: Wait for the consolidation process to finish.

A progress bar will show the percentage of completion and the number of files being consolidated.

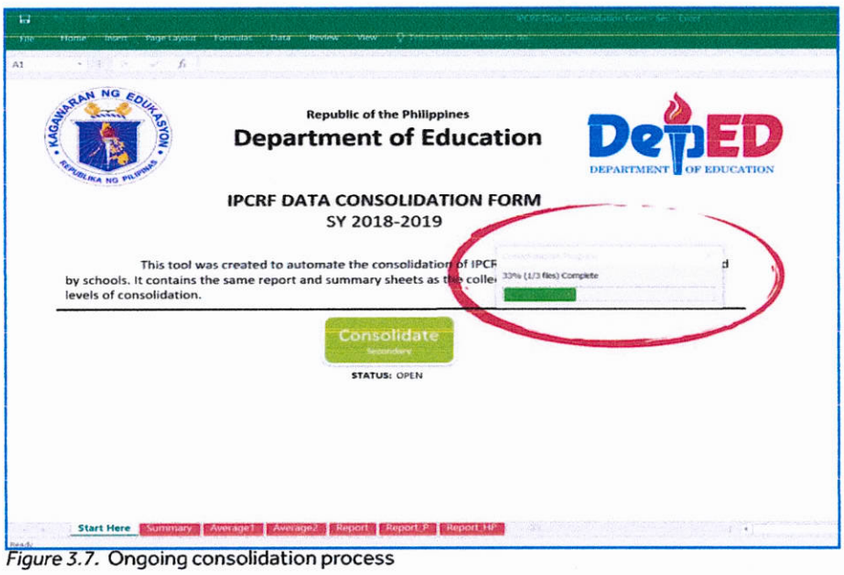


Figure 3.7. Ongoing consolidation process

Once the consolidation process is finished, a prompt will indicate that files (IPCRF Rating Consolidation Forms) were successfully consolidated and locked.

Click **"OK".**

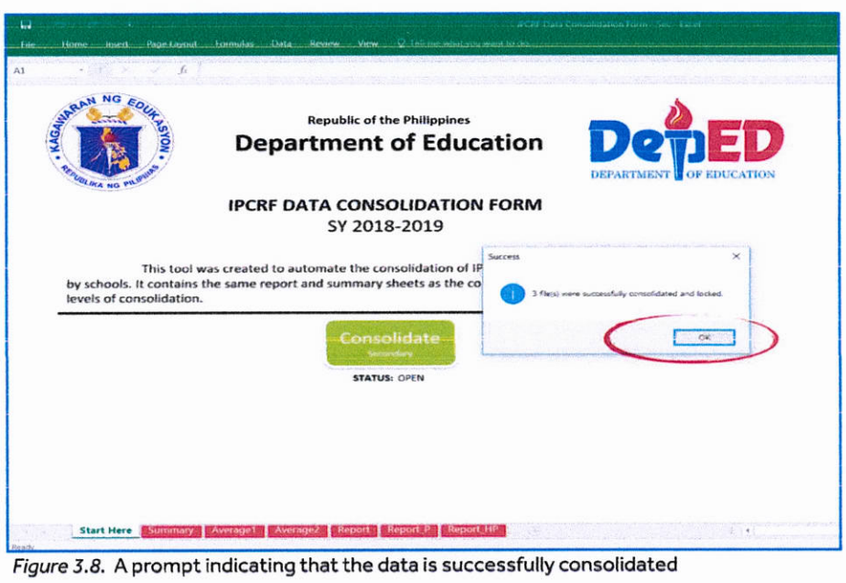


Figure 3.8. A prompt indicating that the data is successfully consolidated

You will be redirected to the **Report sheet.**

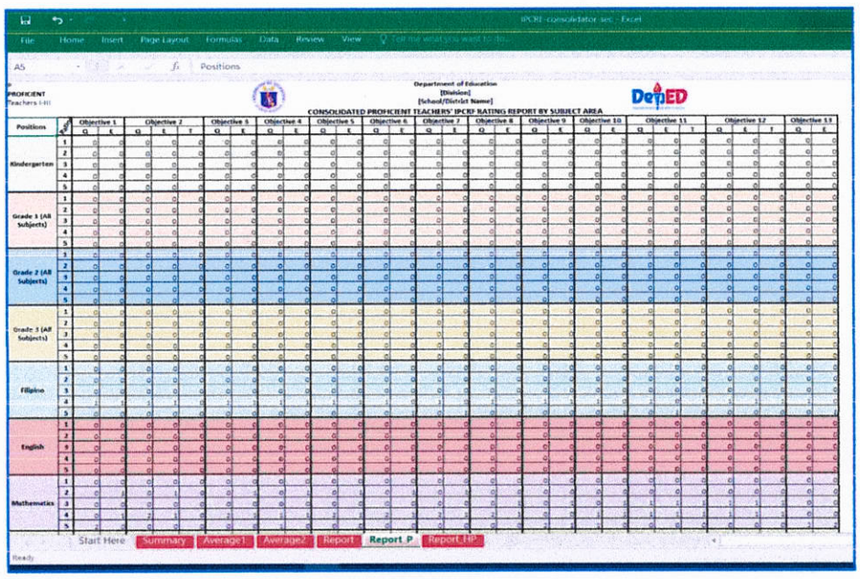


Figure 3.9. Report sheet of Proficiency Teachers

At this point, you may now explore the other sheets to view consolidated report of IPCRF data of teachers.

Step 5: Save and rename your file by adding the name/initials of your school at the end, e.g.,

IPCRF Data Consolidation Form - Sec - BitinNHS

The accomplished IPCRF Data Consolidation Form Excel file shall be submitted to the School Division Office (SDO) for further consolidation and analysis through the link provided. Only one accomplished IPCRF Data Consolidation Form per school shall be submitted to the SDO.

3.2. How do you consolidate IPCRF Data using the IPCRF Data Consolidation Form across governance levels?

Designated personnel at the SDO, RO and CO human resource offices shall download the accomplished IPCRF Data Consolidation Forms through the link provided for their SDOs and ROs. The same process of consolidation using the IPCRF Data Consolidation Form shall be followed. **See pages 33-36.**

A customized link will be given by the BHROD-HRDD to each SDO/RO from where IPCRF Data Consolidation Forms submitted by schools/ SDOs can be downloaded.

Do the following steps:

Step 1: Download the IPCRF data gathering forms from the link: http://deped.in/IPCRFDataForms.

Step 2: Extract the IPCRF data gathering forms from the compressed file.

Step 3: Download the IPCRF Data Consolidation Forms submitted by schools/SDO.

Step 4: Move the IPCRF Data Consolidation Forms to the appropriate folder.

Step 5: Open the IPCRF Data Consolidation Form appropriate to the school classification.

Step 6: Enable Macros.

Step 7. Consolidate the IPCRF Data Consolidation Forms.

Step 8: Wait for the consolidation process to finish.

Step 9: Save and rename your file by adding the name of your division at the end, e.g.,

IPCRF Data Consolidation Form - Sec - Laguna

3.3. How do you submit the consolidated IPCRF data?

All public schools are expected to submit consolidated IPCRF data. Likewise, schools division offices are required to submit consolidated IPCRF data to their Regional Office; Regional Offices are to submit consolidated IPCRF data to BHROD-HRDD. The consolidated data will provide inputs to programs being developed on teachers' learning and development, and rewards and incentives.

3.3.1. Submission from Schools to Schools Division Office (SDO)

The School Head shall submit the accomplished IPCRF Data Consolidation Form to the Chief of the School Governance and Operations Divisions (SGOD) through the customized link provided by the Bureau of Human Resource and Organizational Development (BHROD) via e-mail.

A customized link shall be given to each school where IPCRF Data Consolidation Forms can be submitted.

Step 1: Access the Google Form at the link provided.

Step 2: Upload via "ADD FILE" the IPCRF Data Consolidation Form Excel file.

Step 3: Accomplish the rest of the IPCRF Data Submission Form. The form consists of two parts. The first part of the form is where you input information about your school or division and upload the IPFCRF Data Consolidation Form. The second part is the **Narrative Report form** that aims to gather feedback on the process of data collection and consolidation across governance levels.

After accomplishing the first part of the IPCRF Data Submission Form, click **"Next".**

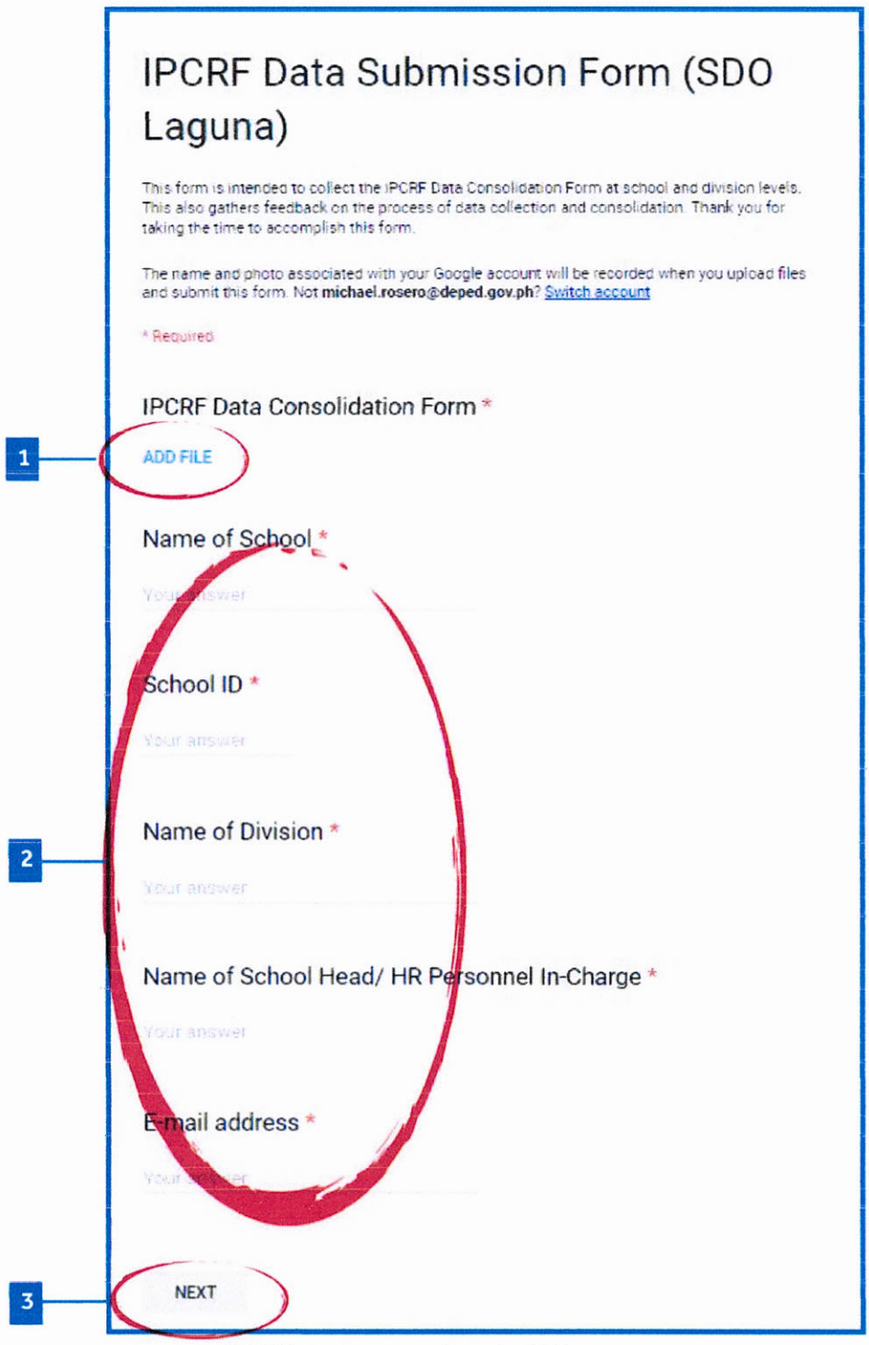


Figure 3.10. IPCRF Data Submission Form for SDOs

Adding file via Google Form

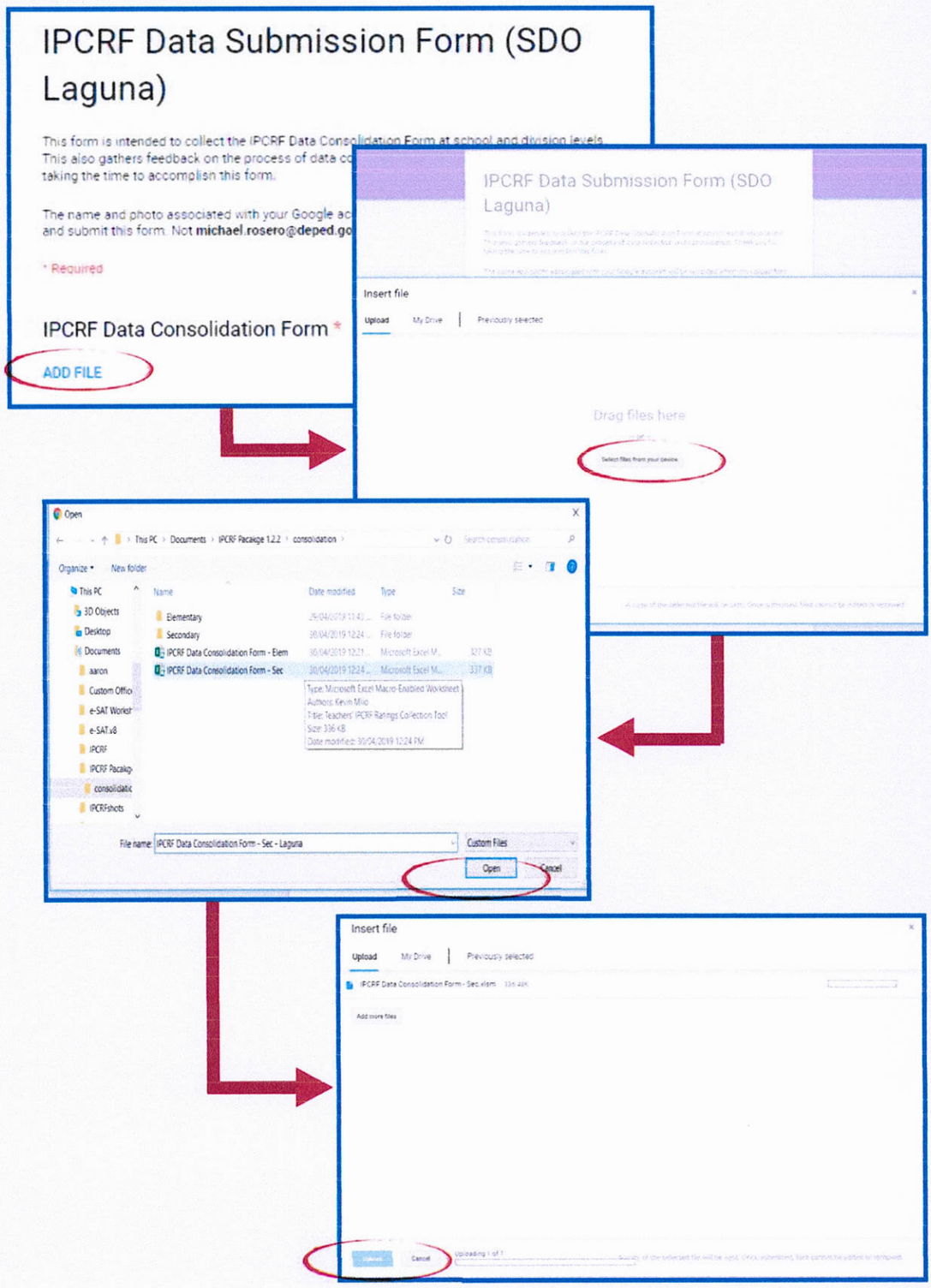


Figure 3.11. Adding file via Google Form

Step 4: Accomplish the Part II: Narrative Report of the IPCRF Data Submission Form.

Step 5: Click "Submit".

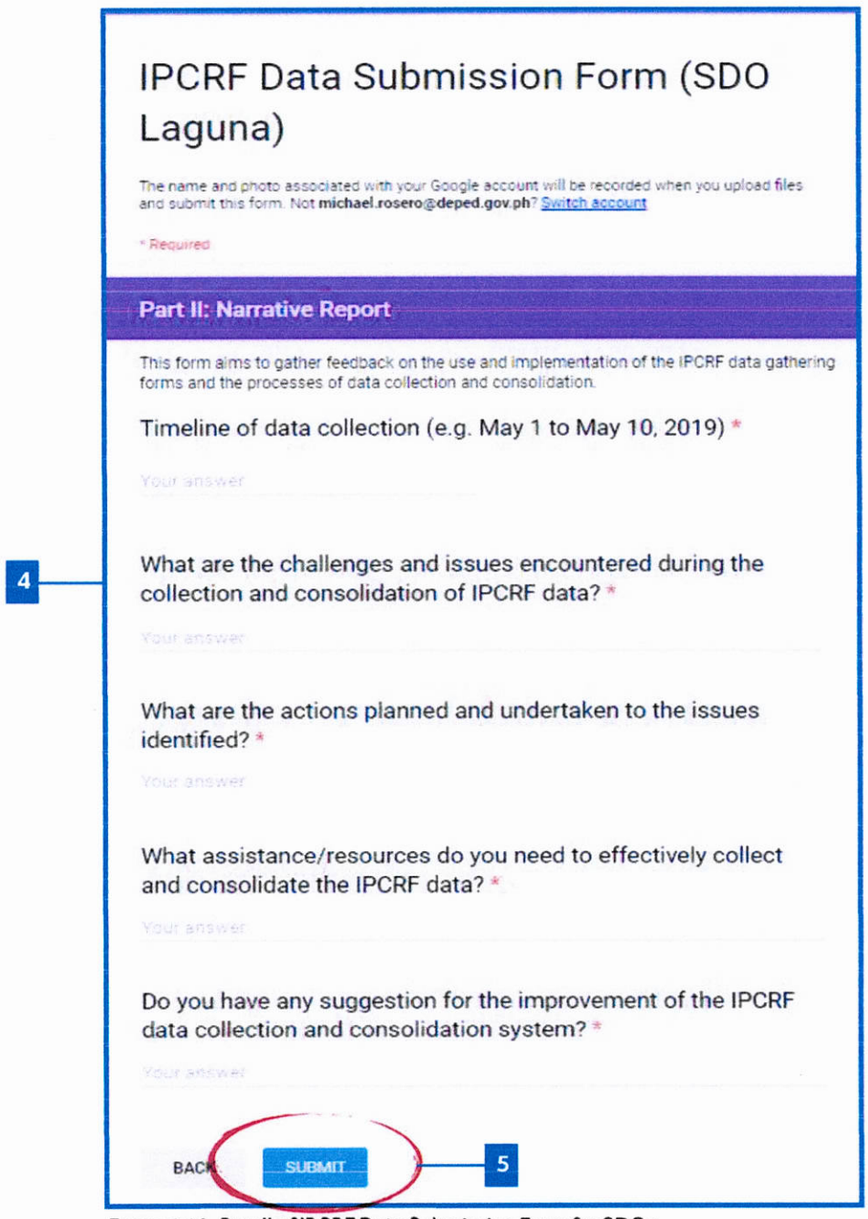


Figure 3.12. Part II of IPCRF Data Submission Form for SDOs

Process Flow of Collection, Consolidation and Submission (School to SDO)

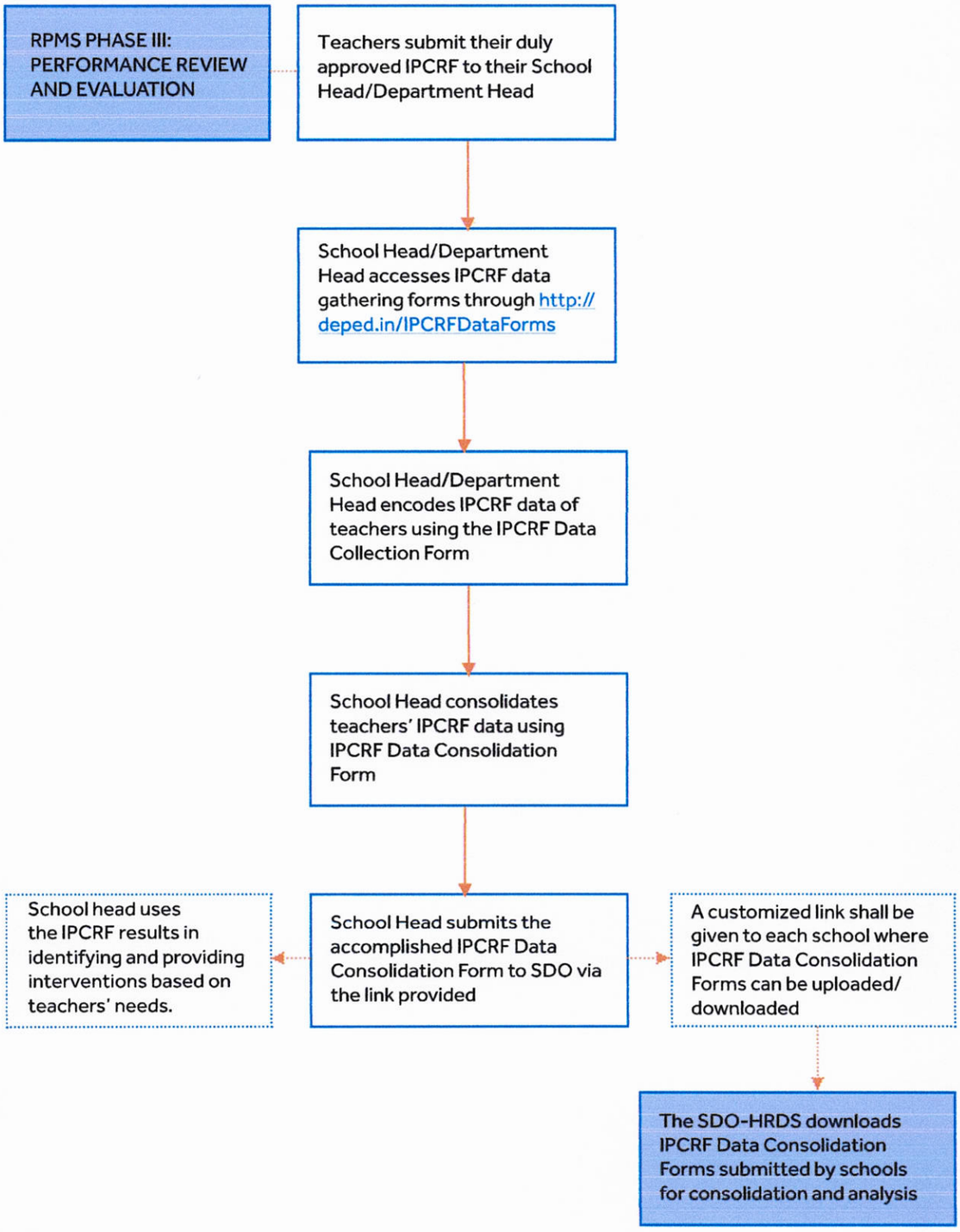


Figure 3.14. Process Flow of Collection, Consolidation and Submission (School to SDO)

Process Flow of Collection, Consolidation and Submission (SDO to RO; RO to CO)

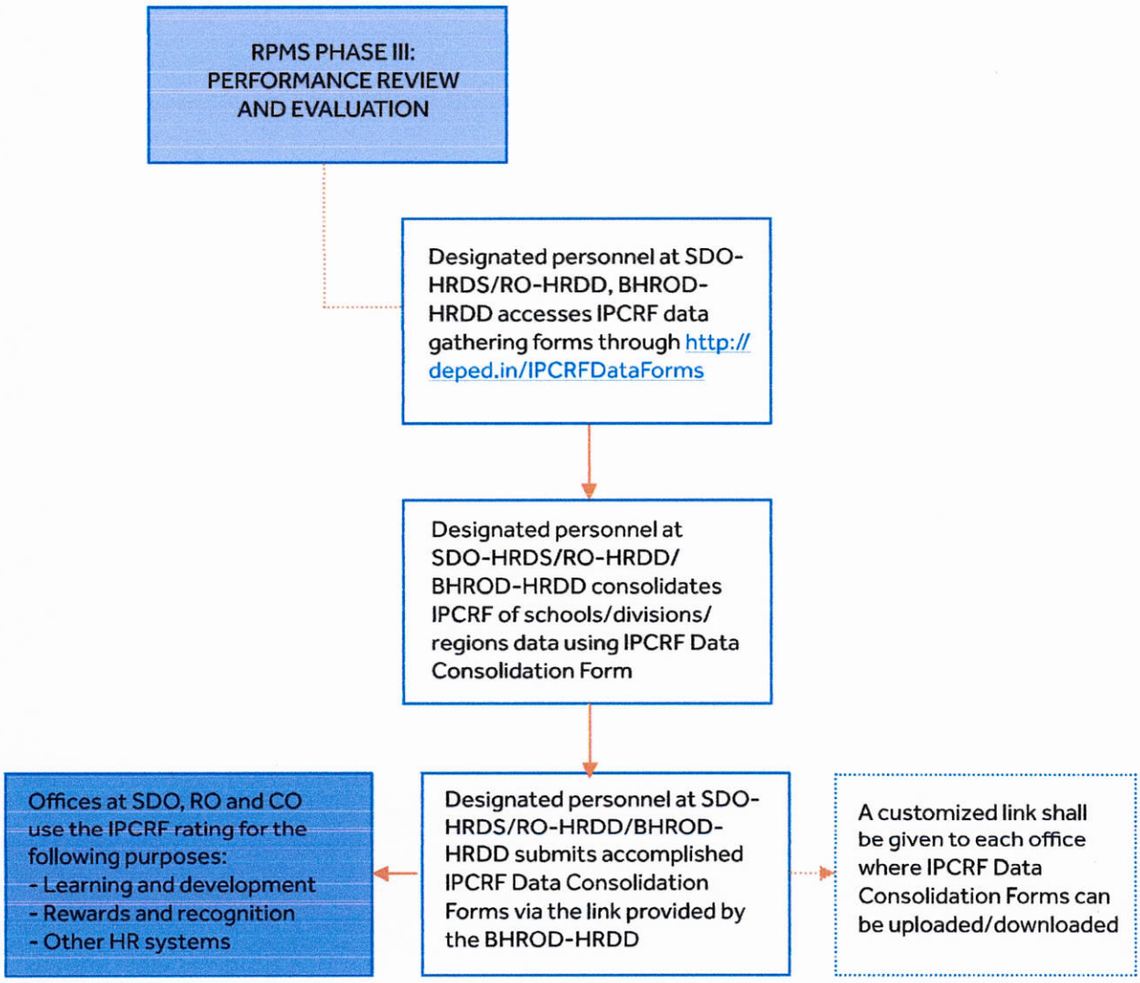


Figure 3.15. Process Flow of Collection, Consolidation and Submission (SDO to RO; RO to CO)

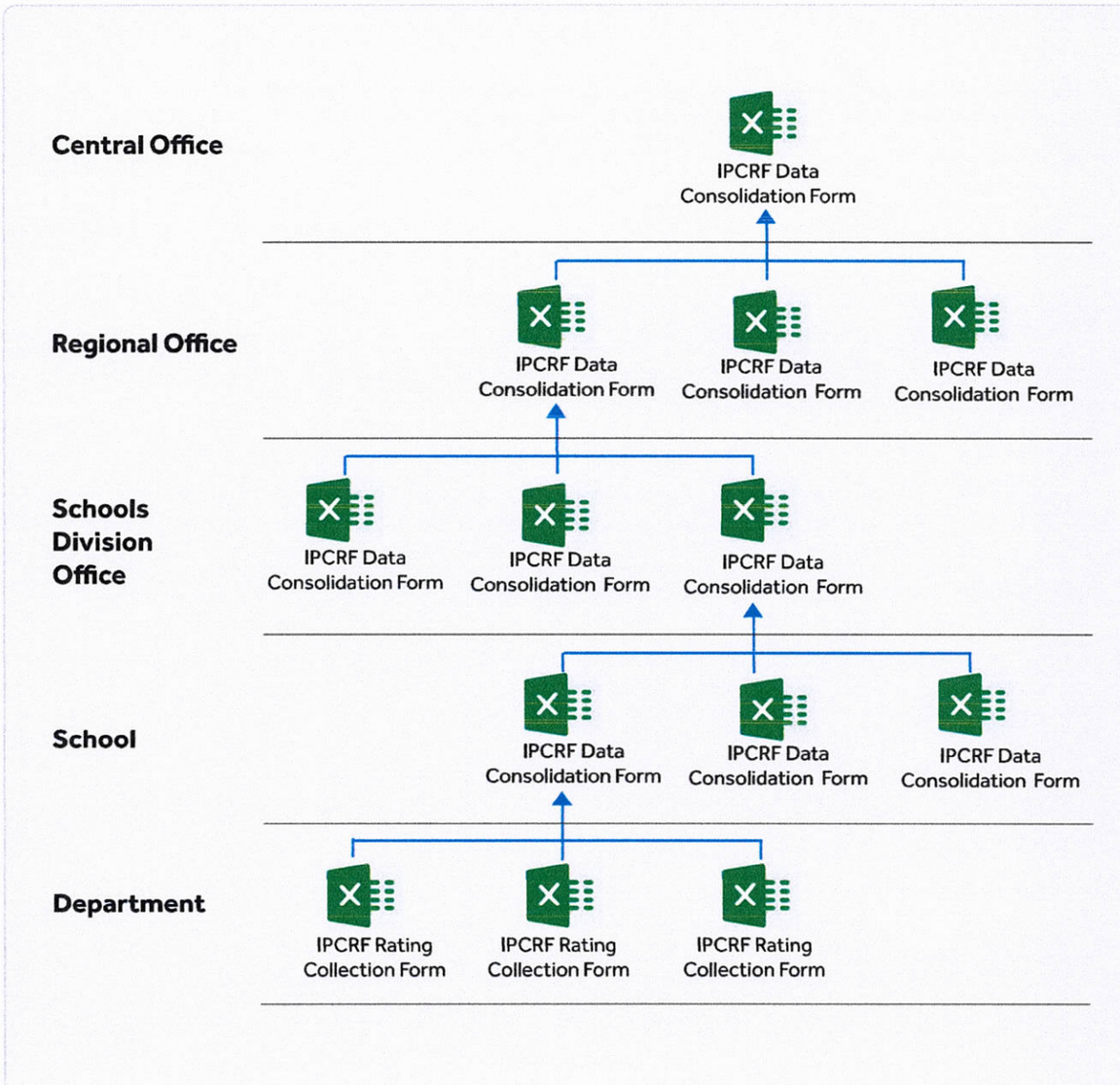


Figure 3.16. Flow of submission of IPCRF data gathering forms across governance levels

4. Use and Analysis of Consolidated IPCRF Data

The IPCRF data gathering forms allow the School Head and other HR personnel to view the data to ensure the accuracy and completeness of data collected as well as to make necessary analysis for identifying necessary learning and development needs and providing interventions based on the needs identified. The forms can provide the following information, among others:

At the school level,

- How many teachers got which rating in which Objective at each position/subject area?
- Which objectives should be considered as a learning and development priorities based on the school-wide consolidated IPCRF data (e.g., final rating and their rating per Quality, Efficiency and Timeliness?

At the SDO, RO and CO levels,

- Which objectives should be considered as learning and development priorities based on the division- and region-wide consolidated data (e.g., averages of final rating and rating per Quality, Efficiency and Timeliness)?

4.1. How do you view and analyze the consolidated IPCRF data of teachers?

1. Via IPCRF Sheet: Statistics of saved ratings.
The form tallies the number of saved ratings per position.

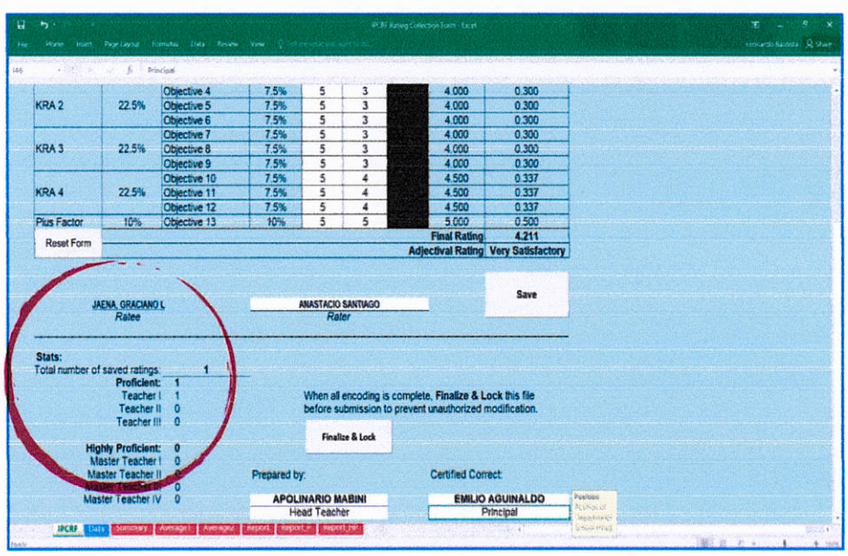
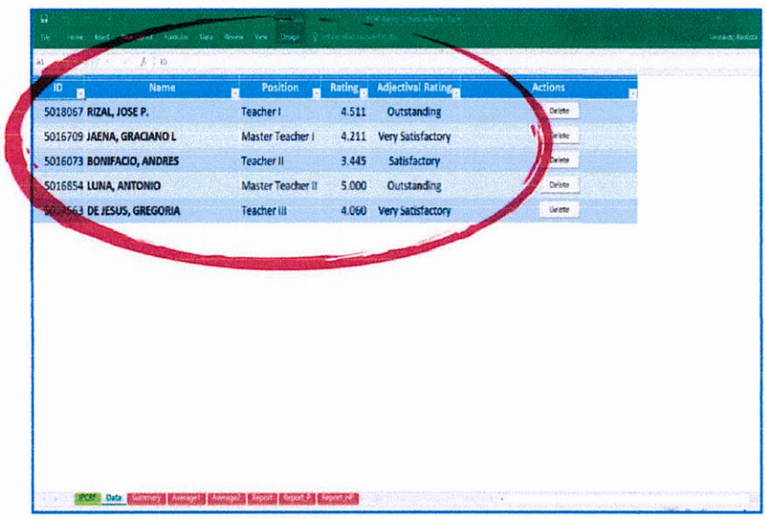


Figure 3.17. Sample accomplished IPCRF Sheet

2. Via Data Sheet

The **Data sheet** containst the recorded data of teachers. It provides information about teachers' employee ID, name, position, final IPCRF rating and its adjectival equivalent.

The School Head or the designated personnel can manage the data through this sheet. If the entry is found erroneous, you can click the **"Delete"** button under the Actions column and encode it again.

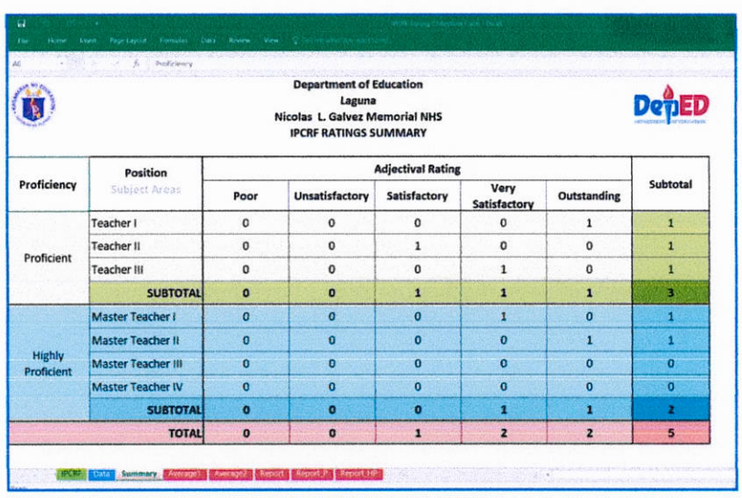


ID	Name	Position	Rating	Adjectival Rating	Actions
5018067	RIZAL, JOSE P.	Teacher I	4.511	Outstanding	Delete
5016709	JAENA, GRACIANO L	Master Teacher I	4.211	Very Satisfactory	Delete
5016073	BONIFACIO, ANDRES	Teacher II	3.445	Satisfactory	Delete
5016854	LUNA, ANTONIO	Master Teacher II	5.000	Outstanding	Delete
[illegible]	DE JESUS, GREGORIA	Teacher III	4.060	Very Satisfactory	Delete

Figure 3.19. Sample Data sheet

3. Via Summary Sheet

This sheet shows the summary of the total number of teachers by position/subject area for each adjectival rating.



Department of Education
Laguna
Nicolas L. Galvez Memorial NHS
IPCRF RATINGS SUMMARY

Proficiency	Position / Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Teacher I	0	0	0	0	1	1
	Teacher II	0	0	1	0	0	1
	Teacher III	0	0	0	1	0	1
	SUBTOTAL	0	0	1	1	1	3
Highly Proficient	Master Teacher I	0	0	0	1	0	1
	Master Teacher II	0	0	0	0	1	1
	Master Teacher III	0	0	0	0	0	0
	Master Teacher IV	0	0	0	0	0	0
	SUBTOTAL	0	0	0	1	1	2
TOTAL		0	0	1	2	2	5

Figure 3.20. Sample summary per Position of IPCRF Rating Collection Form

Proficiency	Subject Areas	Adjectival Rating					Subtotal
		Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding	
Proficient	Kindergarten	0	0	0	0	0	0
	Grade 1 (All Subjects)	0	0	0	0	0	0
	Grade 2 (All Subjects)	0	0	0	0	0	0
	Grade 3 (All Subjects)	0	0	0	0	0	0
	Filipino	0	0	0	0	1	1
	English	0	0	0	0	0	0
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	0	0
	Araling Panlipunan	0	0	1	0	0	1
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	1	0	1
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
	SUBTOTAL	**0**	**0**	**1**	**1**	**1**	**3**
Highly Proficient	Kindergarten	0	0	0	0	0	0
	Grade 1 (All Subjects	0	0	0	0	0	0
	Grade 2 (All Subjects	0	0	0	0	0	0
	Grade 3 (All Subjects	0	0	0	0	0	0
	Filipino	0	0	0	0	0	0
	English	0	0	0	1	0	1
	Mathematics	0	0	0	0	0	0
	Science	0	0	0	0	1	1
	Araling Panlipunan	0	0	0	0	0	0
	Edukasyon sa Pagpapakatao	0	0	0	0	0	0
	MAPEH	0	0	0	0	0	0
	TLE/HE	0	0	0	0	0	0
	TLE/Tech-Voc	0	0	0	0	0	0
	SPED	0	0	0	0	0	0
	ALS	0	0	0	0	0	0
	SUBTOTAL	**0**	**0**	**0**	**1**	**1**	**2**
	TOTAL	**0**	**0**	**1**	**2**	**2**	**5**

Prepared by:

APOLINARIO MABINI
Head Teacher

Certified Correct:

EMILIO AGUINALDO
Principal

Figure 3.21. Summary per Position of IPCRF Rating Collection

The summary tables also have corresponding charts. See Figures 3.22 and 3.23 for the chart of adjectival ratings by position and Figure for the chart showing adjectival ratings by subject area, for Proficient and Highly Proficient Teachers, respectively.

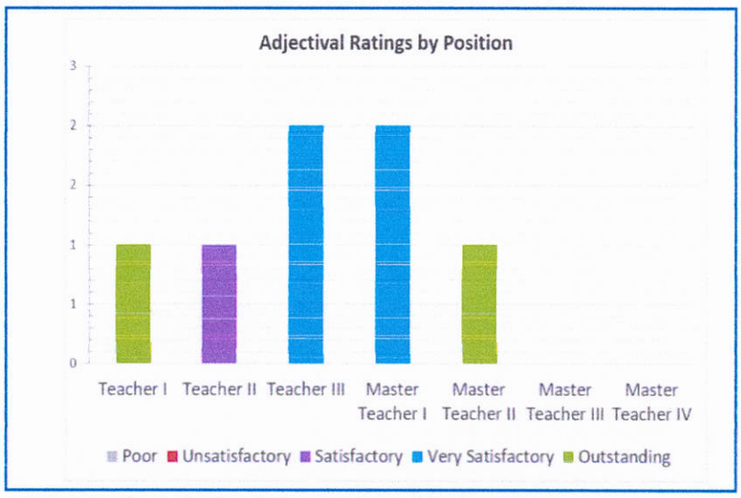


Figure 3.22. Chart of adjectival ratings by position (Summary Sheet)

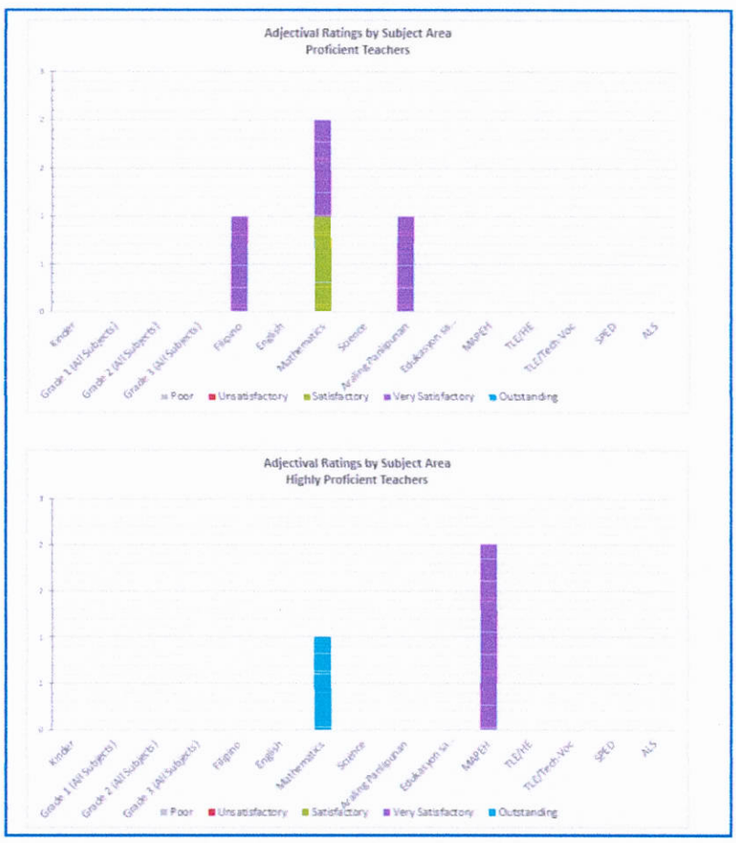
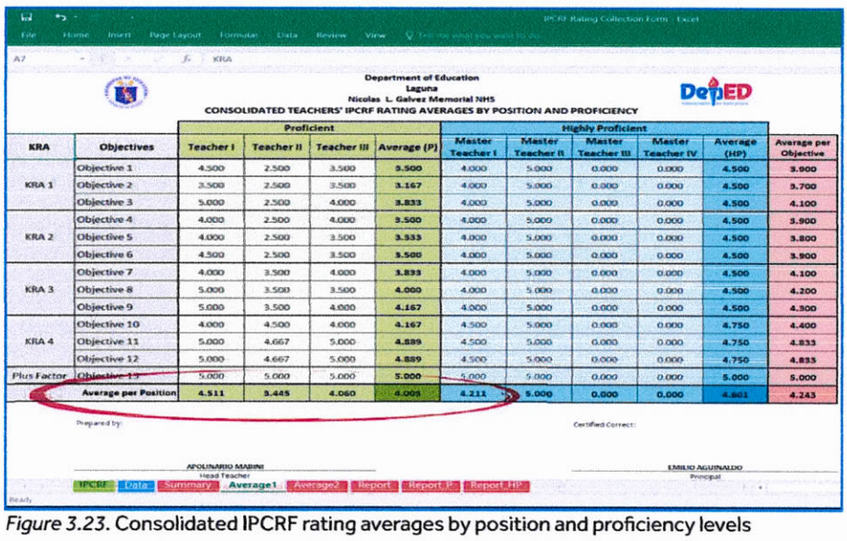


Figure 3.23. Chart of adjectival ratings summary per proficiency level

4. Via Average Sheets: Average rating by position and proficiency level.

This sheet shows the average rating of teachers by position per objective. It also calculates the averages of rating per position and proficiency level.



Department of Education
Laguna
Nicolas L. Galvez Memorial NHS
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY POSITION AND PROFICIENCY

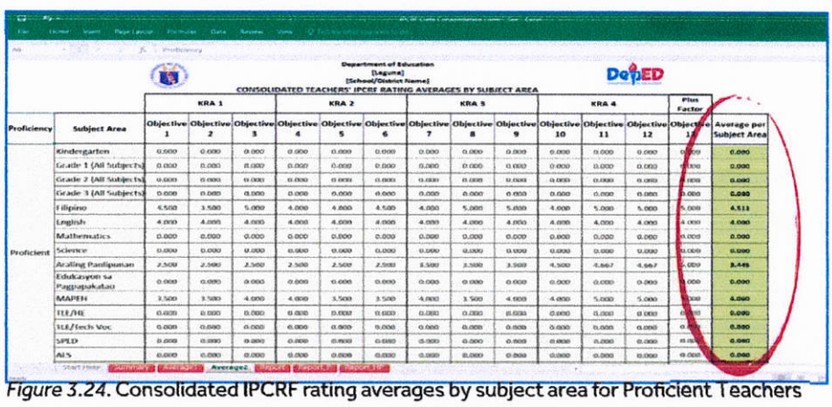
KRA	Objectives	Proficient				Highly Proficient					Average per Objective
		Teacher I	Teacher II	Teacher III	Average (P)	Master Teacher I	Master Teacher II	Master Teacher III	Master Teacher IV	Average (HP)	
KRA 1	Objective 1	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.500	3.900
	Objective 2	3.500	2.500	3.500	3.167	4.000	5.000	0.000	0.000	4.500	3.700
	Objective 3	5.000	2.500	4.000	3.833	4.000	5.000	0.000	0.000	4.500	4.100
KRA 2	Objective 4	4.000	2.500	4.000	3.500	4.000	5.000	0.000	0.000	4.500	3.900
	Objective 5	4.000	2.500	3.500	3.333	4.000	5.000	0.000	0.000	4.500	3.800
	Objective 6	4.500	2.500	3.500	3.500	4.000	5.000	0.000	0.000	4.500	3.900
KRA 3	Objective 7	4.000	3.500	4.000	3.833	4.000	5.000	0.000	0.000	4.500	4.100
	Objective 8	5.000	3.500	3.500	4.000	4.000	5.000	0.000	0.000	4.500	4.200
	Objective 9	5.000	3.500	4.000	4.167	4.000	5.000	0.000	0.000	4.500	4.500
KRA 4	Objective 10	4.000	4.500	4.000	4.167	4.500	5.000	0.000	0.000	4.750	4.400
	Objective 11	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
	Objective 12	5.000	4.667	5.000	4.889	4.500	5.000	0.000	0.000	4.750	4.833
Plus Factor	Objective 13	5.000	5.000	5.000	5.000	5.000	5.000	0.000	0.000	5.000	5.000
	Average per Position	4.511	3.445	4.060	4.005	4.211	5.000	0.000	0.000	4.801	4.243

Prepared by: Certified Correct:
APOLINARIO MABINI, Head Teacher — EMILIO AGUINALDO, Principal

Figure 3.23. Consolidated IPCRF rating averages by position and proficiency levels

5. Via Average Sheets: Average rating by subject area.

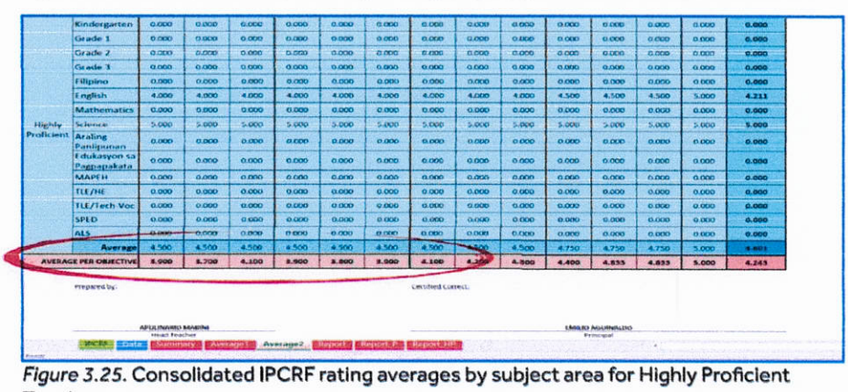
This sheet shows consolidated averages of teachers' final IPCRF rating per subject area at each proficiency level.



Department of Education
[Laguna]
[School/District Name]
CONSOLIDATED TEACHERS' IPCRF RATING AVERAGES BY SUBJECT AREA

Proficiency	Subject Area	KRA 1			KRA 2			KRA 3			KRA 4			Plus Factor	Average per Subject Area
		Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12	Objective 13	
Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3 (All Subjects)	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	4.500	3.500	5.000	4.000	4.000	4.500	4.000	5.000	5.000	4.000	5.000	5.000	5.000	4.511
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Araling Panlipunan	2.500	2.500	2.500	2.500	2.500	2.500	3.500	2.500	3.500	4.500	4.667	4.667	5.000	3.445
	Edukasyon sa Pagpapakatao	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	3.500	3.500	4.000	4.000	3.500	3.500	4.000	3.500	4.000	4.000	5.000	5.000	0.000	4.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Figure 3.24. Consolidated IPCRF rating averages by subject area for Proficient Teachers



Proficiency	Subject Area	Objective 1	Objective 2	Objective 3	Objective 4	Objective 5	Objective 6	Objective 7	Objective 8	Objective 9	Objective 10	Objective 11	Objective 12	Objective 13	Average per Subject Area
Highly Proficient	Kindergarten	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 1	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 2	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Grade 3	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Filipino	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	English	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.000	4.500	4.500	4.500	5.000	4.211
	Mathematics	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Science	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000	5.000
	Araling Panlipunan	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Edukasyon sa Pagpapakatao	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	MAPEH	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/HE	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	TLE/Tech Voc	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	SPED	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	ALS	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
	Average	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.500	4.750	4.750	4.750	5.000	4.801
AVERAGE PER OBJECTIVE		3.900	3.700	4.100	3.900	3.800	3.900	4.100	4.200	4.500	4.400	4.833	4.833	5.000	4.243

Figure 3.25. Consolidated IPCRF rating averages by subject area for Highly Proficient Teachers

Average ratings of Proficient and Highly Proficient Teachers are also represented graphically.

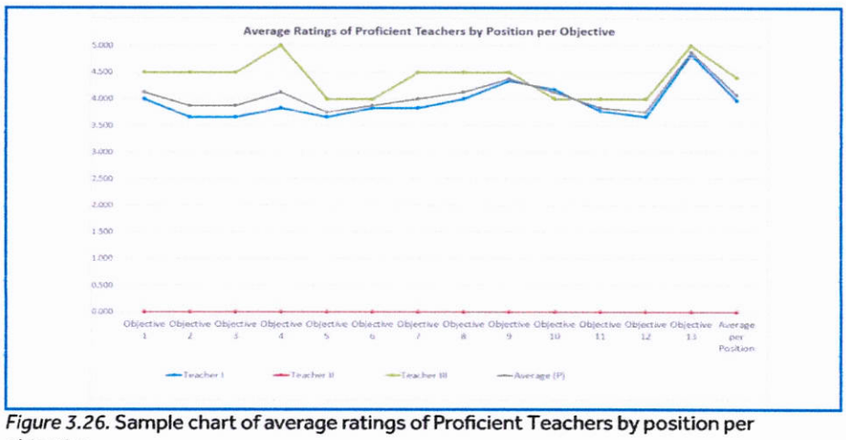


Figure 3.26. Sample chart of average ratings of Proficient Teachers by position per objective

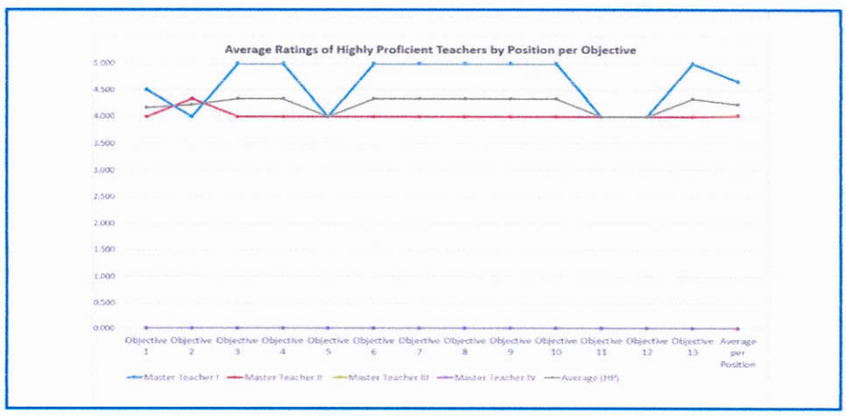


Figure 3.27. Sample chart of average ratings of Highly Proficient Teachers by position per objective

5. Via Report Sheets

Both IPCRF Rating Collection Form and IPCRF Data Consolidation Form contain average and summary sheets. The Report Sheets (Report Sheet, Report_P Sheet and Report_HP Sheet) tally the number of teachers by position/subject area, by objective and by the rating for Quality, Efficiency and Timeliness (QET). Data in this sheet are automatically generated from the encoded ratings in the IPCRF sheet.

This Report sheet can provide information to the School Head and other human resource personnel on how many teachers per position got which rating in Q, E and T. This can inform them about which objectives should be the priority for development per position/proficiency based on the rating they obtained for each dimension of performance.

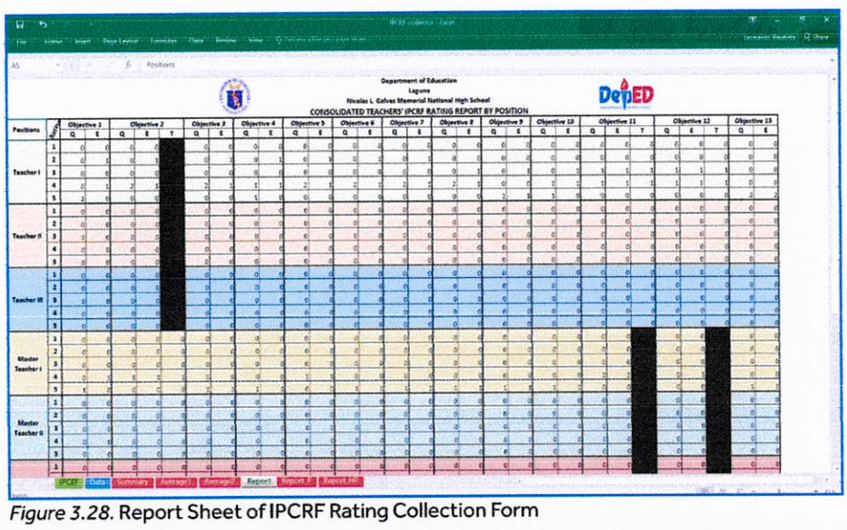


Figure 3.28. Report Sheet of IPCRF Rating Collection Form

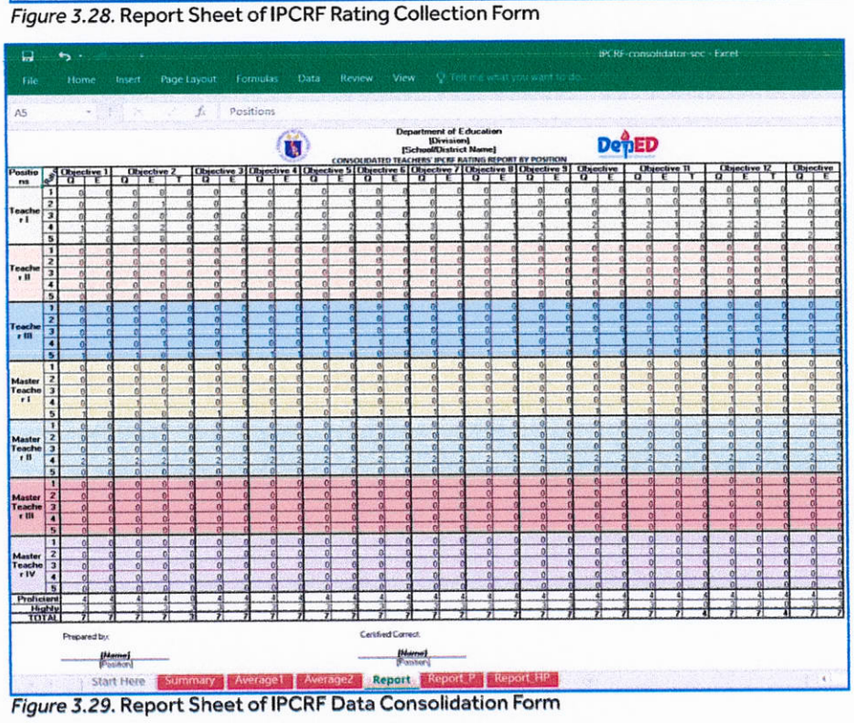


Figure 3.29. Report Sheet of IPCRF Data Consolidation Form

Via Report Sheets per Proficiency Level

Both the IPCRF Rating Collection Form and IPCRF Data Consolidation Form generate report per proficiency level. Report sheets per proficiency level (e.g., Report_P Sheet and Report_HP Sheet) can provide guidance to school head and HR personnel at SDO, RO and CO levels to determine how many teachers by posiiton and proficiency level got which rating per objective. The sheet can help HR personnel analyze which objectives should be the prioritized for learning and development based on the rating they obtained for Quality, Efficiency and/or Timeliness.

Report_P Sheet shows the summary of IPCRF data of Proficient Teachers, while Report _HP Sheet shows Highly Proficient Teachers' data summary.

The analysis can also be done per subject area.

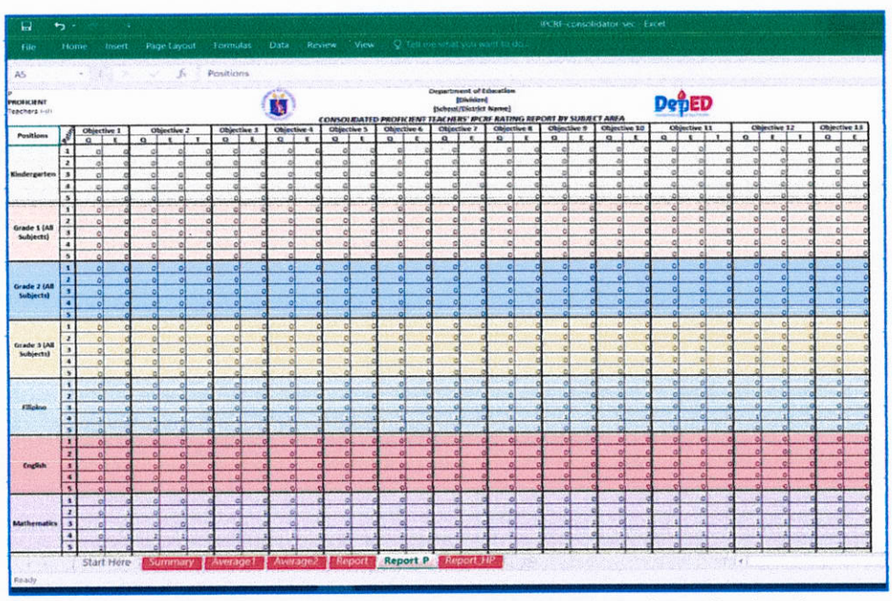


Figure 3.30. Sample Report Sheet of consolidated IPCRF rating for Proficient Teachers by Subject Area

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