



Republic of the Philippines
Department of Education

REGION X

DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



21 May 2024

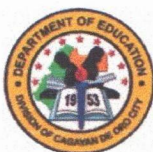
DIVISION MEMORANDUM

No. 442 s.2024

**VIRTUAL WORKSHOP ON USER ACCEPTANCE TESTING AND
FINALIZATION OF THE ENHANCED E-IPCRF SYSTEM**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Human Resource Development Section, SEPS
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. Pursuant to **Memorandum DM-OUHROD-2024-1208**, the Bureau of Human Resource and Organizational Development (BHROD), through the Human Resource Development Division (HRDD), is currently enhancing the Online e-IPCRF Collection and Consolidation System in preparation for its nationwide deployment in July 2024. The enhancement of the online system aims to improve its functionality and address issues and concerns encountered from its year of implementation.
2. **A virtual workshop on User Acceptance Testing and Finalization of the enhanced e-IPCRF System** will be conducted on **June 26-28, 2024**.
3. Identified Schools Division Offices (**SDOs**) for the activity are requested to submit the names of their participants on or before June 21, 2024, at 5:00 PM through this Office Form: <https://bit.ly/UATeIPCRFParticipant>.
4. Please see the attached memorandum DM-OUHROD-2024-1208 for more details.



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5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment regardless of age, gender and sexual orientation, disability, religion, and ethnicity.
6. For information and guidance.

ROY ANGELO E. GAZO

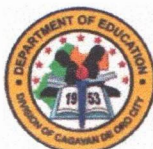
Schools Division Superintendent

Encl.: As stated

To be indicated in the Perpetual Index
under the following subjects:

**VIRTUAL WORKSHOP ON USER ACCEPTANCE TESTING AND FINALIZATION OF
THE ENHANCED E-IPCRF SYSTEM**

LSN/ DM -psds, school heads, and teaching
MAY 21, 2024



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1208

TO: **Regional Directors**
Concerned Schools Division Superintendents
Concerned Public Elementary and Secondary School Heads
All Others Concerned

FROM: **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT: **VIRTUAL WORKSHOP ON USER ACCEPTANCE TESTING AND FINALIZATION OF THE ENHANCED E-IPCRF SYSTEM**

DATE: 20 June 2024

The Bureau of Human Resource and Organizational Development (BHROD), through the Human Resource Development Division (HRDD), is currently enhancing the Online e-IPCRF Collection and Consolidation System in preparation for its nationwide deployment in July 2024. The enhancement of the online system aims to improve its functionality and address issues and concerns encountered from its first year of implementation.

To provide feedback on the functionality and usability of the latest version of the online system, a **virtual workshop on User Acceptance Testing and Finalization of the Enhanced e-IPCRF System** will be conducted on **June 26-28, 2024**, with select users of the system across governance levels. Simultaneously, a stress test will also be conducted with all schools in Region 10 to determine the feasibility and capacity of the system in accommodating bulk number of users and uploaders at a certain time.

With this, we would like to **request participants from identified Regional Offices (ROs) and Schools Division Offices (SDOs) to participate in the online user-acceptance testing on June 26-28, 2024**. The orientation of users and discussion of feedback will be done via Microsoft Teams, while the accomplishment of the e-IPCRF tool and submission to the system will be done asynchronously at participants' own pace within the given schedule. For detailed program schedule, please see attached Annex A.

Identified ROs and SDOs for the activity are requested to **submit the names of their participants on or before June 21, 2024, at 5:00 P.M. through this Office Form: <https://bit.ly/UATeIPCRFParticipant>**. For details of the participants being requested, please see attached Annex B.

Should there be any questions or clarifications, you may contact BHROD-HRDD at telephone no. (02) 8470-6630 or email at bhrod.hrdd@deped.gov.ph.

Thank you.

Annex A

**Virtual Workshop on User-Acceptance Testing and Finalization of the
Online e-IPCRF Collection and Consolidation System
June 26-28, 2024**

Indicative Program Schedule

TIME	ACTIVITY	OBJECTIVE
June 26, 2024 (Day 1) – Microsoft Teams		
8:30 AM – 8:45AM	Preliminary	
8:45 AM – 9:30 AM	Context-setting: Overview of the enhanced e-IPCRF System	To provide context and rationale of the activity including the objectives and expected outputs
9:30 AM – 10:30 AM	Orientation on the Actual User-acceptance Testing	To set a common understanding of the tasks to be accomplished in the user-acceptance testing
10:30 AM – 11:00 AM	Q&A	To clarify queries and concerns related to the tasks provided
June 26-27, 2024 (Day 1 – Day 2) - Asynchronous		
Anytime	Conduct of user-acceptance testing a. Accomplish the e-IPCRF tool b. Submit the e-IPCRF tool using the enhanced online system c. Navigate the online system d. Accomplish the User-Acceptance Testing Tool	To test the functionality, usability, feasibility of the online e-IPCRF System To provide feedback on the test system using the User-Acceptance Testing Tool
June 28, 2024 (Day 3) – Microsoft Teams		
9:00 AM – 11:30 AM	Discussion of User Experience and User Testing Feedback a. Acceptability level b. Compliance to requirements of users per governance level c. Issues encountered and proposed/implemented solutions	To discuss user experience and user feedback for finalization of the eIPCRF system
11:30 AM – 12:00 NN	Closing Program	

Annex B

Virtual workshop on User-Acceptance Testing and Finalization of the Online e-IPCRF Collection and Consolidation System June 26-28, 2024

Detailed List of Participants Requested

Governance Level/Region	Office	Position	Requested No. of Participants
Regional Office			
CAR	HRDD, Administrative Division – Record Section	Chief/ Representatives (users of the online eIPCRF System for teachers)	1
Region I			2
Region IV-A			3
Region VI			3
Region VIII			2
Region IX			1
Region X			2
CARAGA			1
Schools Division Office			
CAR Division of Benguet Division of Ifugao Division of Abra Division of Mt. Province	Human Resource Development Section (SDO- HRDS), School Governance and Operations Division (SGOD) Chief	Chief/ Representatives (users of the online eIPCRF System for teachers)	5
Region I Division of Ilocos Norte Division of Pangasinan I Division of Candon City			7
Region IV-A Division of Rizal Division of Tanauan City Division of Batangas Division of Laguna			8
Region VI Division of Silay City Division of Victorias City Division of Iloilo Division of Negros Occ.			8
Region VIII Division of Leyte Division of Samar Division of Borongan City Division of Eastern Samar			7
Region IX Division of Dapitan City Division of Dipolog City Division of Zamboanga del Sur			5
Region X Division of Bukidnon Division of Cagayan de Oro City Division of Camiguin Division of El Salvador City Division of Gingoog City Division of Iligan City Division of Lanao del Norte Division of Malaybalay City Division of Misamis Occidental Division of Misamis Oriental Division of Oroquieta City Division of Ozamiz City Division of Tangub City			14

Governance Level/Region	Office	Position	Requested No. of Participants
Division of Valencia City			5
Region XIII			
Division of Agusan del Sur			
Division of Surigao del Sur			
Division of Tandag City			

Schools			
CAR	Schools	School Heads	10
Division of Benguet			
Division of Ifugao			
Division of Abra			
Division of Mt. Province			
Region I			12
Division of Ilocos Norte			14
Division of Pangasinan I			
Division of Candon City			
Region IV-A			
Division of Rizal			14
Division of Tanauan City			
Division of Batangas			
Division of Laguna			
Region VI			14
Division of Silay City			12
Division of Victorias City			
Division of Iloilo			
Division of Negros Occ.			
Region VIII			10
Division of Leyte			All schools (1 representative per school)
Division of Samar			
Division of Borongan City			
Division of Eastern Samar			
Region IX			10
Division of Dapitan City			
Division of Dipolog City			
Division of Zamboanga del Sur			
Region X			All schools (1 representative per school)
Division of Bukidnon			
Division of Cagayan de Oro City			
Division of Camiguin			
Division of El Salvador City			
Division of Gingoog City			
Division of Iligan City			
Division of Lanao del Norte			
Division of Malaybalay City			
Division of Misamis Occidental			
Division of Misamis Oriental			
Division of Oroquieta City			
Division of Ozamiz City			
Division of Tangub City			
Division of Valencia City			
Region XIII			10
Division of Agusan del Sur			
Division of Surigao del Sur			
Division of Tandag City			

Governance Level/Region	Office	Position
National Technical Working Group (NTWG)		
1. Carlos Llamas III	Region X	EPS
2. Jekyll D. Cadungog	SDO Zamboanga Sibugay	ITO I
3. Kevin Milo	SDO Samal Island	ITO I
4. Angelo Uy	SDO Dasmariñas City	PSDS
5. Christine Prepuse	SDO Dasmariñas City	Master Teacher II
6.	CO ICTS-SDD	
7.	CO ICTS-SDD	
8.	CO ICTS-SDD	
9. Cecille Anyayahan	CO BHROD-HRDD	PDO V
10. Ruby Chanda Crisostomo	CO BHROD-HRDD	PDO IV
11. Lizette Anne Carpio	CO BHROD-HRDD	PDO III
12. Ma. Mystica Esparas Yu-Oh	CO BHROD-HRDD	PDO III