

PROCESS FLOW

1. Download files from the link created by Central Office at <http://deped.in/IPCRFDataForms> (no need if files are copied from a USB)
2. File Preparations:
 - a. If you have three (3) cluster schools, preserve the original file so you have to create three (3) more copies of the file **IPCRF Data Collection Form** in the same location. Steps:
 - i. Create three (3) more copies of the original file **IPCRF Data Collection Form**:
 1. Open the location of the copied IPCRF files in the File Explorer Window.
 2. Create a new FOLDER in same location and name it with your first school.
 3. Create another NEW FOLDER in same location and name it with your second school.
 4. Create another NEW FOLDER in same location and name it with your third school.
 5. Copy the file **IPCRF Data Collection Form** to all three folders you have just created. Steps:
 - a. Click on the file **IPCRF Data Collection Form** to select or highlight the file to be copied.
 - b. Ensure that the file to be copied is selected/highlighted then press CTRL+C keys at the same time to copy the file.
 - c. Click on the first folder you've just created to select/highlight the folder then press CTRL+V to paste the copied file. Do the same with the second and third folders to triplicate the file **IPCRF Data Collection Form**.
 - ii. If you are in elementary, create three (3) more copies of the file **IPCRF Consolidation Form - Elem** in the 'consolidation' folder:
 1. Click folder named 'consolidation'.
 2. Click on file **IPCRF Consolidation Form - Elem** to highlight/select the file then press CTRL+C keys at the same time to copy the file.
 3. Press CTRL+V keys at the same time to make a first copy of the file.
 4. Press again CTRL+V keys at the same time to make a second copy of the file.
 5. Press again CTRL+V keys at the same time to make third copy of the file. In your File Explorer Window, you should see four (4) files with filenames in same location that look like these:
IPCRF Consolidation Form
IPCRF Consolidation Form – Elem – Copy
IPCRF Consolidation Form – Elem – Copy (2)
IPCRF Consolidation Form – Elem – Copy (3)
6. Preserve the original file '**IPCRF Consolidation Form**'
7. Rename the file '**IPCRF Consolidation Form – Elem – Copy**' with the school ID of your first school. Steps:

- a. Right-click on the file '**IPCRF Consolidation Form – Elem – Copy**'
- b. Click 'Rename' from the options
- c. Just change the word 'Copy' with the school ID of your FIRST school (e.g. IPCRF Consolidation Form – Elem – 135123)
8. Rename the file '**IPCRF Consolidation Form – Elem – Copy (2)**' with the school ID of your SECOND school. Steps:
 - a. Right-click on the file '**IPCRF Consolidation Form – Elem – Copy (2)**'
 - b. Click 'Rename' from the options
 - c. Just change the word 'Copy (2)' with the school ID of your SECOND school (e.g. IPCRF Consolidation Form – Elem – 135234)
9. Rename the file '**IPCRF Consolidation Form – Elem – Copy (3)**' with the school ID of your THIRD school. Steps:
 - a. Right-click on the file '**IPCRF Consolidation Form – Elem – Copy (3)**'
 - b. Click 'Rename' from the options
 - c. Just change the word 'Copy (3)' with the school ID of your THIRD school (e.g. IPCRF Consolidation Form – Elem – 135345)

10. Renamed files should now look like these:

From:

IPCRF Consolidation Form – Elem – Copy
IPCRF Consolidation Form – Elem – Copy (2)
IPCRF Consolidation Form – Elem – Copy (3)

To (with sample school ID):

IPCRF Consolidation Form – Elem – 135123
IPCRF Consolidation Form – Elem – 135234
IPCRF Consolidation Form – Elem – 135345

11. IMPORTANT: To prevent errors in the consolidation process, follow strictly the file naming format. Do not change the original words and dashes of the original filename except the words 'Copy', 'Copy (2)', and 'Copy (3)'. Remember that only IPCRF Consolidation Form files are renamed but not the IPCRF Data Collection Form files.

3. Type the data

- a. Do you remember the three (3) folders you've created and named with your three (3) cluster schools, and where you have pasted the file **IPCRF Data Collection Form** earlier?
 - i. FIRST School
 1. In the File Explorer Window, open now the first folder you named with your FIRST school.

2. Double click **IPCRF Data Collection Form** to open the file (Note: the **IPCRF Data Collection Form is the only file where you can type data**. The file where you edit or type data is with word 'Collection' while the file **IPCRF Consolidation Form**, with the word 'Consolidation', is to consolidate the data typed in **IPCRF Data Collection Form**).
 3. Fill all enabled boxes with the data required. Do not leave any box unfilled.
 4. When done typing, click 'SAVE' button.
 5. Input all the ratings of your teachers per school (Remember not to combine data of your cluster schools. Click on sheet named 'Data' to check if all names of your teachers are entered).
 6. When all ratings of your teachers in your first school are entered, click 'Finalized and Lock' button. Read the message before continuing. A password box will ask you to type a password you can easily remember in case you want to unlock later the data (type in the upper box your password then retype same password in the lower box).
- ii. SECOND School
1. In the File Explorer Window, open now the second folder you named with your SECOND school then follow same 1-6 steps in 'i' of this Process Flow # 3.
- iii. THIRD School
1. In the File Explorer Window, open now the third folder you named with your THIRD school then follow same 1-6 steps in 'i' of this Process Flow # 3.
4. Copy-Paste the Accomplished IPCRF Data Collection Form to the corresponding school level inside the folder named 'consolidation'. Steps:
- a. Open the File Explorer Window and go to the location of the IPCRF files (note the **folder named 'consolidation'** among the files and folders in that same location).
 - b. Open the folder you named with your FIRST (SECOND, THIRD) school.
 - c. To highlight/select the file inside of that folder named with your FIRST (SECOND, THIRD) school, click on the file '**IPCRF Data Collection Form**'.
 - d. Ensure that the file '**IPCRF Data Collection Form**' is selected/highlighted then press CTRL+C keys at the same time to copy the file.
 - e. Open the folder name 'consolidation'.
 - f. To select the folder where to paste the copied file '**IPCRF Data Collection Form**', click on the folder of your school level (Elem, Sec, Senior HS) under the folder named 'consolidation'. Ensure that the desired folder (Elem, Sec, Senior HS) is selected/highlighted then press CTRL+V at the same time to paste the file inside the folder (open the folder to check if it is copied. If no file is copied go back, then repeat step 'f.').

5. Consolidate by School (3 cluster schools are used in this example)

a. FIRST School

1. Assuming you have copied the file '**IPCRF Data Collection Form**' *from* the folder you named with your FIRST school to the corresponding school level folder (Elem, Sec, SH) under 'consolidation' folder, open the file '**IPCRF Consolidation Form – Elem – 135123**' (note that it is now the '**consolidation**' file with your school ID) you have created earlier during the second process (Process Flow # 2. File Preparations).
2. When the file '**IPCRF Consolidation Form – Elem – 135123**' of your **FIRST school** is opened notice that the data are still zero (0).
3. Click on the sheet tab 'Start Here' then click 'Consolidate' button.
4. After clicking 'Consolidate' button, a window will appear.
5. (Elementary level is used in this example) Open the location of your IPCRF files.
6. Click 'consolidation' folder.
7. Click on 'Elem' folder where you **have pasted** the file '**IPCRF Data Collection Form**' copied *from* the folder you named with your **FIRST school**.
8. Having selected the desired folder (ex. 'Elem' folder), click 'Open' or 'Ok' button to consolidate the file pasted in the 'Elem' folder (a progress bar appears you have selected the correct location or if no error, otherwise, error message colored red appears—usually caused by not following the file naming convention/format set by Central Office).
9. Click sheet tab 'summary' to view if numbers of teachers displayed are correct or not zero (0).
10. Save your excel file before closing.

b. SECOND School

1. Do same steps (a-f) in Process Flow # 4. But ensure that the file '**IPCRF Data Collection Form**' copied is from the folder you have created earlier and named with your SECOND School. Click 'Replace' if asked to replace existing file in folder 'Elem' under folder 'consolidation'.
2. Do same steps (1-10) under FIRST School of this Process Flow # 5.

c. THIRD School

1. Do same steps (a-f) in Process Flow # 4. But ensure that the file '**IPCRF Data Collection Form**' copied is from the folder you have created earlier and named with your THIRD School. Click 'Replace' if asked to replace existing file in folder 'Elem' under folder 'consolidation'.
2. Do same steps (1-10) under FIRST School of this Process Flow # 5.

6. Upload the consolidation files one at a time per school (sample files below):

IPCRF Consolidation Form – Elem – 135123

IPCRF Consolidation Form – Elem – 135234

IPCRF Consolidation Form – Elem – 135345

a. Steps:

- i. Open a google browser
- ii. In the URL type <http://deped.in/IPCRFIFUGAO>
- iii. If it requires Login, use your DepEd work email. To upload 3 cluster schools, you must login using 3 different DepEd work emails (Use other DepEd work emails of your teachers).
- iv. You must remember the location of your files.
- v. Click 'Add File' link to attach the file (Example: IPCRF Consolidation Form – Elem – 135123) of your first school only.
- vi. Fill all data required.
- vii. Click submit button.
- viii. To upload the consolidation file of the second school (in this example is: IPCRF Consolidation Form – Elem – 135234), do same steps (i-vii) of this Process Flow # 6.
- ix. To upload the consolidation file of the third school (in this example is: IPCRF Consolidation Form – Elem – 135345), do same steps (i-vii) of this Process Flow # 6.

By

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