



10 June 2022

Atty. RYSAN C. GUINOCOR
Director, Administrative Services
VSU, Baybay City, Leyte

Thru: **Ms. HONEY SOFIA V. COLIS**
OIC Director, ODHRM

Dear Atty. Guinocor,

This is to formally inform your good office that one of my staff, Mr. Jimbo S. Posas, a Job Order employee had consulted me during our staff meeting last week regarding his additional function that was requested by the OHRSPPR (Office of the Head of Recruitment, Selection, Placement and Personnel Records) since 2019.

One of the functions of OHRSPPR particularly the Performance Management Section is to receive the approved IPCR (Individual Performance Commitment and Review) of all employees in a unit, duly supported with the required SPMS forms. These forms are inputs for further analysis and basis for ranking, calibration and other appropriate HR interventions. But during the time when the e-records system in our office was already functional, the PM Section already forwarded all the hard copies of the IPCR including the required SPMS forms to OHRA for scanning, printing and converting these documents to digital format in their behalf instead of only accepting the scanned copy for uploading into our system.

Below are the details of documents being forwarded to our office:

Particulars	Kind of Documents forwarded	Purpose
IPCR 2018	Hard and scanned copy	<ul style="list-style-type: none">• Hard copy - for Safekeeping• Scanned copy - for uploading to the system
IPCR 2019	Hard copy only	<ul style="list-style-type: none">• For safekeeping• For scanning to be uploaded to the system• For printing (PMT Evaluation for Merit Increase)• For segregation of EDP (Employee Development Plan) for endorsement to ODHRM
IPCR 2020	Hard copy only	-do-
IPCR 2021	Hard copy only	-do-

It was recalled that these added functions were assumed during the time when one of their staff was on sick leave for several months and was the reason why we accepted their request. Since the said staff is now able to comply this responsibility, we would like to return the duty assigned to them in order for our Job Order staff to focus on his functions in the office.

We hope that this request would merit your kind approval. Thank you very much.