



15 November 2021

**MEMORANDUM CIRCULAR NO. 118**  
Series of 2021

**T O: All Department/Office/Unit Heads Concerned**

**R E: Submission of IPCR**

As of this date, record of the ODHRM showed that there were still offices who have not submitted the IPCR target (January-December) and accomplishments (January-June) for CY 2021 yet which was already long overdue per OP MC 08, S. 2021:

- IPCR Target (January-December) - January 5, 2021
- IPCR Accomplishments (January-June) - July 25, 2021

Please be informed of Part III Miscellaneous Provisions of the CSC-approved SPMS of the university provides, to wit:

*"Unless justified and accepted by the PMT, non-submission of the OPCR to the OVPPRGAS and the IPCR to the RSPPRO within the specified dates shall be ground for:*

- a. Employees disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, trainings or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.*
- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report."*

In this regard, concerned offices (please see attachment) are sternly reminded to submit the identified documents to the ODHRM not later than November 26, 2021.

For your strict compliance.

  
**EDGARDO E. TULIN**  
President

# **LIST OF OFFICES WITH NO IPCR 2021**

**As of November 15, 2021**

No.	DEPT/OFFICE	TARGET	ACCOMPLISHMENTS	REMARKS
		Jan-Dec	Jan-June	
1	BIOTECH	✓		Accomplishment returned with deficiency
2	CVM			
3	DCST			Accomplishment returned with deficiency
4	DDC			Accomplishment returned with deficiency
5	DE	✓		
6	DFS	✓		
7	DPAC	✓ (J-J)	✓	Lacking July-December Target
8	DSS			
9	DStat	✓		
10	DTHM	✓		
11	Eco FARM	✓		
12	Gender Resource Center		✓	
13	Guesthouse			
14	ICTMC			
15	IHK	✓		
16	ITEEM			
17	NCRC	✓		Accomplishment returned with deficiency
18	OC Librarian	✓		
19	ODIEMD	✓		Accomplishment returned with deficiency
20	ODPP-HELVU	✓ (J-J)		Lacking July-December Target
21	ODPP-LANDSCAPE			
22	ODS			
23	OH Accounting			
24	OH Supply & Property	✓		
25	OHLDHRA			
26	OHRSPR	✓		
27	OP			
28	OPO	✓		
29	OPPMDC			
30	OU Registrar	✓		Accomplishment returned with deficiency
31	OVPA			
32	OVPAF			Accomplishment returned with deficiency
33	OVPREI			
34	OVPSAS			
35	TESDA Office	✓		
36	UDRRM	✓		Accomplishment returned with deficiency
37	UIIC			
38	VCO			
39	VIHS			Accomplishment returned with deficiency
40	VMO			

## **SATELLITE CAMPUSES:**

1	Alang			
2	Isabel	✓		
3	Tolosa			Accomplishment returned with deficiency
4	VILLABA	✓		Accomplishment returned with deficiency

Legend:

✓

Complied submission

No submission

Submitted but returned for compliance of some deficiencies