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Office of the President

15 June 2015

MEMORANDUM CIRCULAR NO. 19

Series of 2015

**T O: All Vice Presidents, Deans, Directors and Department/Office Heads
Including Deans of Satellite Campuses**

R E: Preparation and Submission of Semi-Annual IPCR for 2015

Please be informed that the Civil Service Commission is strictly implementing the provisions of CSC MC No. 6, Series of 2012 requiring the submission of Individual Employee's Performance Commitment and Review Form (IPCR) for two (2) rating periods to support appointments issued by the university due to promotion, upgrading and reclassification starting January 1, 2015. Unfortunately, the IPCR we prepared for a one year period is considered by the Civil Service Commission only as one rating period. That was the very reason why when the appointment issued to implement the 5th cycle NBC 461, the faculty members concerned were required to submit copies of their IPCRs for the years 2012 and 2013. As suggested by CSC Director, Victoria Esber, there is a need for VSU to divide the IPCR rating period into two for year 2015, that is: January – June and another rating period from July to December.

In view of this, you are hereby directed to revise the IPCRs of all VSU faculty and staff by preparing IPCRs for the rating periods January – June 2015 and July – December 2015. The over-all assignment of a certain subordinate as his share from the office targets should be divided based on the target date when a particular target can be implemented by the subordinate concerned. IPCRs which may have been submitted to the PRPEO should be retrieved and be replaced with the semi-annual IPCRs. IPCRs for the period January – June 2015 should already be with actual accomplishment and tentative ratings.

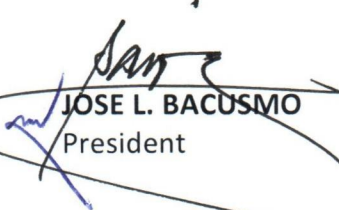
In order to ensure that the average of the rating of all subordinates do not exceed the office ratings as provided for in MC 6 and in the provision of VSU's SPMS as approved by

the Civil Service Commission, offices/departments/centers are also required to submit OPCR with partial accomplishments and initial ratings to the Planning Office but one copy of the OPCR with rating should be attached to the IPCRs of subordinates and submitted to PRPEO.

The deadline for submission of the revised and semi-annual IPCRs to PRPEO and OPCR with partial accomplishments to Planning Office, copy furnished the PRPEO duly attached to the IPCRs is July 31, 2015.

The ODAHRD and the PMT, through the Planning Office as its Secretariat, is directed to immediately conduct a university wide workshop to implement this directive.

Please be guided accordingly.



JOSE L. BACUSMO
President

cc: ODAHRD
Planning Office
PRPEO
PMT Members
Records
File