



2 September 2020

MEMORANDUM CIRCULAR NO. 86

Series of 2020

T O: All Vice Presidents, College Deans, Directors and Department/Office Heads

R E: Submission of OPCR and IPCR Targets and with Accomplishments

Records at the RSPPRO (formerly PRPEO) show that there are still a number of offices/departments/centers which have not submitted their OPCR & IPCR targets. In addition, not one has submitted their OPCR & IPCRs with accomplishments with ratings. Both, OPCR & IPCR targets and the OPCR & IPCR with accomplishments are already overdue per SPMS calendar as provided for in MC 6, s. of 2012, to wit:

- | | | |
|------------------------|---|------------------------------------------|
| 1. OPCR Target | - | 5 days before the start of rating period |
| 2. IPCR Target | - | 5 days from start of rating period |
| 3. OPCR Accomplishment | - | 15 days after end of rating period |
| 4. IPCR Accomplishment | - | 25 days after end of rating period |

Please be informed that the University is adopting a semi-annual or 2 rating periods every year, that is: JANUARY-JUNE and JULY-DECEMBER. However, targets will be for one (1) year, that is JANUARY-DECEMBER both for OPCR and IPCR.

Those units who have not submitted the required OPCR and IPCR targets for January-December 2020 (revised copy to comply with OP memo No. 53, s. 2020) and OPCR/IPCR accomplishments for January-June 2020 are hereby mandated to submit both documents before end of September.

Let it be emphasized of the miscellaneous penal provision of said CSC MC No. 6 as also adopted in the CSC approved Enhanced SPMS of the university, to wit:

I. Sanctions

Unless justified and accepted by the PMT, non-submission of the OPCR to the OVPPRGAS and the IPCR to the RSPPRO (formerly PRPEO) within the specified dates shall be a ground for:

a. Employee's 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.

The cooperation of all concerned is hereby requested.


EDGARDO E. TULÍN
President