



# Visayas State University

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## Office of the President

2 May 2014

MEMORANDUM CIRCULAR NO. 22

Series of 2014

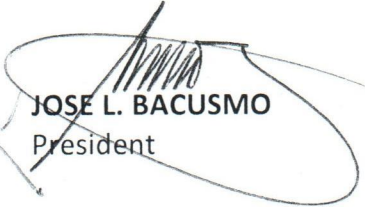
**T O: Vice Presidents, College Deans, Department/Office Heads and  
Center Directors**

**R E: Submission of Required OPCR's & IPCR's for 2014**

Please be informed that the 2014 OPCR's of the various offices/departments/centers and colleges are already due for submission to the Planning Office. IPCR's of the individual employees are likewise due for submission to the PRPEO. For the departments/units who have not finalized their OPCR's and IPCR's yet, it is suggested that you convene all the faculty and staff in your respective department/unit to deliberate on your targets such that only relevant programs/projects/activities are included as your units target towards the attainment of the university's 2014 commitment. The deadline for the submission of OPCR to the Planning Office is not later than May 15, 2014. Once the targets in the OPCR are already recommended for approval by the PMT, the IPCR's of the individual employees of the concerned units should be submitted a week after to the PRPEO.

In view of this, the PMT chaired by Dr. Edgardo E. Tulin is directed to conduct the consultation meetings with the heads of units to calibrate the targets indicated in the OPCR's. The schedule of the consultation meetings will be prepared by the PMT. The OPCR approved by the PMT will be returned to the unit concerned for final distribution of the tasks to their faculty and staff. The PMT must see to it that the overall university targets are rationally distributed to the different units within the university.

For immediate compliance.

  
**JOSE L. BACUSMO**  
President

cc: Dr. Edgardo E. Tulin