



20 November 2019

MEMORANDUM CIRCULAR NO. 121
Series of 2019

T O: All Vice Presidents, College Deans, Directors and Department/Office Heads
R E: Submission of OPCR and IPCR

It has come to the attention of this Office that only very few offices have submitted their 2019 OPCR to the OVPPRGEA and 2019 IPCRs to the PRPEO. The submission of these documents is already long overdue.

Please be informed that the SPMS Calendar per CSC MC 6, s. of 2012 the schedule of submission of OPCR and IPCR are as follows:

- | | |
|------------------------|--|
| 1. OPCR Target | - 5 days before the start of rating period (Dec. 25 & June 25) |
| 2. IPCR Target | - 5 days from start of rating period (Jan. 5 and July 5) |
| 3. OPCR Accomplishment | - 15 days after end of rating period (July 15 & Jan. 15) |
| 4. IPCR Accomplishment | - 25 days after end of rating period (Jan 25 & July 25) |

The University is adopting a semi-annual or 2 rating periods every year, that is:

JANUARY - JUNE
JULY - DECEMBER

Further, informed of the miscellaneous 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 OVPPRGEA and the IPCR to the 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.*

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Furthermore, the whole OPCR targets will likewise be required during the November 22, 2019 external audit which must be compiled and readily available at the QAC on said date.

Those who have not submitted the required OPCR targets for January-December 2019 are given until 12:00 noon tomorrow to submit the same to the OVPPRGEA. Any unit who fails to submit the same and will be the cause of VSU's non-conformity in this requirement will be dealt with accordingly in accordance with the provision of CSC MC No. 6, series of 2012.

Those unit who have submitted OPCR target with accomplishment for the period January-June are likewise mandated to submit before 12:00 noon tomorrow their OPCR target for the period January-December only.

For the OPCR and IPCR with accomplishments for period January-June the final deadline is November 25, 2019 (Monday) at 5:00 pm.

Everyone is therefore enjoined to strictly follow and comply the timely submission of OPCR and IPCR in order to avoid the sanctions quoted above.

For guidance and strict compliance.


f EDGARDO E. TULIN
President *etc* 11/20/19

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