



21 January 2021

MEMORANDUM CIRCULAR NO. 08
Series of 2021

T O: All Vice Presidents, Chancellors, College Deans, Directors and Unit Heads

R E: Submission of OPCR and IPCR Targets and Accomplishments

With the challenges of the time, especially our preparation for the 1st ISO 9001 Surveillance Audit on February 4 – 5, 2021 and the conduct of our instructions via the alternative modes, we have left out an important part of our responsibility.

Let us be updated again of the SPMS Calendar per CSC MC 6, s. 2012 the schedule of submission of OPCR and IPCR which are as follows:

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

Let us note that the University is adopting a semi-annual or 2 rating periods every year, which is: JANUARY – JUNE and JULY – DECEMBER. However, targets will be written only for one (1) year, that is JANUARY – DECEMBER both for OPCR and IPCR.

We are requesting those units who have not submitted the required OPCR and IPCR targets for January – December 2021; and OPCR/IPCR Accomplishments for January – June and July – December 2020 to submit both documents before the end of January.

Let us be reminded of a provision in the said CSC MC No. 6 which is 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 within the specified dates shall be a ground for:

- a. *Employee's disqualification for performances-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.*

Any unit who fails to submit will be the cause of VSU's non-conformity in this requirement will be dealt with accordingly in accordance with provision of CSC MC No. 6, s. 2012.

For continual improvement of services. You are hereby also directed to identify and include the **Innovation and Best practices** of your office in both targets and accomplishments in the OPCR's.

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.


EDGARDO E. TULIN
President