



8 July 2022

MEMORANDUM CIRCULAR NO. 77
Series of 2022

T O: All VPs, Chancellors, College Deans, Directors, and Department/Office Heads
R E: Brief Process Flow and Deadline of Submissions of OPCR and IPCR

The Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) are the primary documents of the Strategic Performance Management System (SPMS) that are required for submission pursuant to CSC No. 06 s. 2012. The OPCR is a contract that ensures the performance measures/targets and the budget is aligned with the organization and that the work distribution of offices is rationalized. Likewise, IPCR is a contract of every individual with management to deliver particular outputs in accordance with assigned functions, duties, responsibilities, and performance measures/targets aligned with those of the office.

OPCRs are sources of data for input to our Budget Execution Documents (BED) and Budget Accountability Report (BAR) which DBM demands quarterly submission, and it is relayed to CHED as input to the Higher Education Management Information System (HEMIS). While IPCRs serve as requirements to any personnel action such as hiring, permanency, promotion, learning and development activities for HR interventions for improved performance and competencies, availing of benefits such as grant of step increment based on meritorious performance, Productivity Enhancement Incentive, etc. A well-toned and accomplished OPCR/IPCR will result in a clear annual visioning of your corresponding office.

As a part of our continual improvement based on the principles of ISO 9001:2015, a guideline is set. The Offices of the Vice Presidents (OVPs) issue a memorandum to all offices under its supervision to submit an OPCR for Accomplishment. This memorandum is cascaded down to the last delivery unit. Then the head of a delivery unit issues a memorandum to all faculty and staff in their respective unit to submit each person's Individual Performance Commitment Review (IPCR). When all IPCRs are gathered, the head consolidates all IPCRs into the office's OPCR. This OPCR is forwarded to the next higher supervising office (Division Head/ College Dean/Center Director) for further consolidation. After that, the OPCR from the Division/College Dean/Center Director Offices is forwarded or submitted to their respective Office of the Vice President. Then the OVPs will consolidate all OPCR to be submitted to the Office of the President.

Hence, accurate and timely submission of OPCR and IPCR as prescribed in CSC-approved VSU Enhanced SPMS and quality procedures is hereby directed.

In this connection, below is a brief process flow and deadline of submissions for guidance:

Person Responsible	Activity	Record Generated	Deadline of Submission	Where to Submit?
Submission of OPCR and IPCR Accomplishment: (done semi-annually)				
Individual Employee	Prepare IPCR	IPCR Accomplishment	Every 1 st week of <ul style="list-style-type: none"> January July 	Office Head (for rating)
Office Heads	Assess performance & accomplishments, prepare and submit OPCR with accomplishment	OPCR Accomplishments	Every 2 nd week of <ul style="list-style-type: none"> January July 	Planning Office
Planning Office, VPs and Performance Management Team (PMT)	Consolidate, review, validate, calibrate and recommend approval of OPCR accomplishment by the President	Calibrated OPCR Accomplishment	Every 2 nd week of <ul style="list-style-type: none"> January July 	Office of the President
OP and Planning Office	Approve and return OPCR accomplishments	Approved OPCR Accomplishment	Every 3 rd week of <ul style="list-style-type: none"> January July 	Concerned offices
Office Heads and Individual Employees	Finalize rating of IPCR accomplishments based on approved OPCR	Approved IPCR Accomplishments with filled-up attachments	Every 4 th week of <ul style="list-style-type: none"> January July 	OHRM Office-Performance Management & Rewards & Recognition Office

Signatories for OPCR:

First page: (2 signatories)

As applicable:

- | | | |
|-------------------------|-----|----------------|
| o Department/ Unit Head | and | Dean/Director |
| o Dean/Director | and | Vice President |
| o Vice President | and | President |

Last page: (3 signatories)

Received by

: **TONI MARC L. DARGANTES**
Planning Office

Calibrated by : **DANIEL LESLIE S. TAN**
Chairman, PMT
Approved : **EDGARDO E. TULIN**
University President

In addition, below are the pertinent reminders in the submission of OPCR and IPCR:

- Detailed description of your best practices/innovations when submitting your OPCR/IPCR accomplishment is required.
- DDRCs and/or office clerks should ensure a date is placed on every signature affixed to the OPCR/IPCR forms.
- Exact forms and required signatories are available at the Planning Office (for OPCR) and OHRM-PPRR (for IPCR). It shall be printed in A4 size bond paper.
- Corrective Action Report (CAR) will be issued to offices with late OPCR/IPCR submission.
- In the OPCR accomplishment, an additional Performance Indicator under General Administration and Support Services (GASS) administration shall be required:

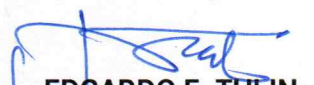
Success Indicators	Person Responsible	Target (Jan-Dec. 2022)	Accomplishment
PI x. Percentage of NCs received and acted		Zero	%
PI x. Percentage of CARs received and acted		Zero	%

Accomplishment shall be by percentage being derived from an absolute value in the form of ratio including the base values, e.g., 100% (1/1) or 50% (1/2)

- As to the sanctions on non-submission, Section I, Part III of the CSC-approved Enhanced SPMS provides, to wit,
"Unless justified and accepted by the PMT, non-submission of OPCR and IPCR within the specified dates shall be ground for:
 - a. Employee's disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training 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 of non-submission of the office and individual performance commitment and review report.*

XXXXX

Please be guided accordingly and for strict compliance.


EDGARDO E. TULIN
President