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Office of the President

9 December 2013

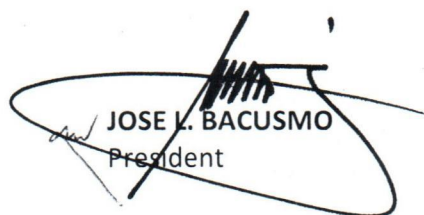
MEMORANDUM CIRCULAR NO. 63
Series of 2013

T O: All Heads of Delivery Units

R E: Submission of IPCRs for CY 2013

Please be reminded to submit the Individual Performance Commitment Review (IPCR) form of your faculty and staff with accomplishments and rating of each staff member under your college/ department/office covering the period January-December 2013 to the Personnel Records and Performance Evaluation Office (PRPEO) not later than Friday, December 13, 2013. The Consolidated Individual Performance Review Report will be forwarded to the Performance Management Team (PMT) for the final 2013 PBB forced ranking of employees based on the calibrated OPCR rating of college/ department/office.

Your preferential attention to this matter is very much appreciated.


JOSE L. BACUSMO
President