



29 November 2023

MEMORANDUM CIRCULAR NO. 176
Series of 2023

T O: All Department/Office/Unit Heads Concerned

R E: Submission of IPCR

As of this date, record shows that there are still offices who have not submitted the IPCR Target (January-December 2023) and IPCR Accomplishment (January-June 2023) for CY 2023 yet which is already long overdue as indicated in the OP MC 77, S. 2022.

- **IPCR Target (January-December 2023)** - **4th week of January**
- **IPCR Accomplishment (January-June 2023)** - **4th week of July**

Please be reminded on the sanctions for non-submission of IPCR, as provided in Sec 1, Part III of the CSC approved enhance 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 incentives, if failure of the submission of the report form is the fault of the employees.*
- b. An administrative sanctions for violation of the 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."*

In this regard, concerned offices (please see attachment) are reminded to submit the identified documents to PMRRO **not later than December 4, 2023**.

For your compliance.

DANIEL LESLIE S. TAN
Officer-In-Charge

List of Offices with IPCR 2023 Submission Monitoring

LEGEND:

Complied submission	✓
No Submission	
Submitted with Deficiency	

NO.	DEPT/OFFICE	IPCR TARGET (Jan-Dec)	IPCR ACCOMPLISHMENT		REMARKS
			Jan- June	July- Dec	
ADMINISTRATIVE DEPARTMENTS:					
1	Accounting Office	✓	✓		
2	ACRO				
3	Admission Office		✓		
4	ASO(Administrative Services Office)	✓	✓		
5	BORUS	✓	✓		
6	Budget Office	✓	✓		
7	Cash Office	✓	✓		
8	CCE				
9	DEPO	✓	✓		
10	DSO(Deans of Student Office)		✓		
11	DPO(Data Protection Office)	✓	✓		
12	DYDC	✓	✓		
13	FMO	✓	✓		
14	GDO	✓	✓		
15	GRC	✓	✓		
16	GSO(General Services Office)	✓	✓		
17	GISSU/GISL				
18	GUESTHOUSE				
19	HRMO	✓	✓		
20	IASO(Internal Audit Service Office)		✓		

21	ICTMC		✓		
22	IEO(Instruction & Eval'n Office)	✓	✓		
23	IGPO(Income Generating Project)				
24	IMDO	✓	✓		
25	PPO-ILEU				
26	LDHRAO	✓	✓		
27	PPO-MPSU(Motor Pool)	✓	✓		
28	GSO(Graduate School Office)	✓	✓		
29	OP	✓	✓		
30	OVPA	✓	✓		
31	OVPAF	✓	✓		
32	OVPREI	✓	✓		
33	OVPRGAS	✓	✓		
34	OVPSAS	✓			
35	PIPDMO(Planning office)	✓	✓		
36	PLBO	✓	✓		
37	PMRRO	✓	✓		
38	PRINTING PRESS				
39	PPO	✓	✓		
40	PROCUREMENT	✓	✓		
41	QAC	✓	✓		
42	RAO	✓	✓		
43	OUR(Registrar Office)	✓	✓		
44	RGASO				
45	RERC(Renewable Energy Research Center)				
46	RSPPRO	✓	✓		
47	SPMO(Supply & Property Office)	✓	✓		
48	TESDA Office	✓	✓		
49	UDRRMSSO	✓	✓		
50	UIMC				
51	ULC(Library)	✓	✓		
52	URSO				

53	USHER	✓			
54	VCO(Cebu Office)		✓		
55	VMO(Manila Office)	✓	✓		
ACADEMIC DEPARTMENTS:					
1	BIOTECH	✓	✓		
2	CAFS	✓	✓		
3	CAS	✓	✓		
4	CET	✓	✓		
5	CFES	✓	✓		
6	CoN	✓			
7	CVM	✓	✓		
8	DA	✓	✓		
9	DABE	✓	✓		
10	DAEEEx	✓	✓		
11	DAS	✓	✓		
12	DBM	✓	✓		
13	DBS	✓	✓		
14	DCE	✓	✓		
15	DCST	✓	✓		
16	DDC	✓	✓		
17	DE	✓	✓		
18	DFS	✓	✓		
19	DFST	✓	✓		
20	DGE	✓	✓		
21	DLABS	✓	✓		
22	DMATH	✓	✓		
23	DME	✓	✓		
24	DMET	✓	✓		
25	DOH	✓	✓		
26	DOPAC	✓	✓		
27	DPBG	✓	✓		
28	DPHYS	✓	✓		

29	DPM	✓	✓		
30	DSS	✓	✓		
31	DSTAT	✓	✓		
32	DTE	✓	✓		
33	DTHM		✓		
34	IHK	✓	✓		
35	ISRDS	✓	✓		
36	ITEEM	✓	✓		
37	VSUIHS	✓	✓		
RESEARCH CENTERS:					
1	ARIC	✓	✓		
2	ECO-FARMI	✓	✓		
3	NARC	✓	✓		
4	NCRC	✓	✓		
5	OVPREI	✓	✓		
6	PRCRTC	✓	✓		
SATELITE CAMPUSES:					
1	VSU-ALANG-ALANG	✓			
2	VSU-ISABEL	✓			
3	VSU-TOLOSA	✓			
4	VSU-VILLABA	✓	✓		