



7 July 2021

MEMORANDUM CIRCULAR NO. 72

Series of 2021

T O: All VPs, College Deans/Directors and Department/Office Heads

R E: OPCR and IPCR Accomplishment Submission

As our usual activity we are required to prepare our accomplishment reports every rating period. In this connection, please be updated of the SPMS Calendar per CSC MC 6, s. 2012 the schedule of submission of the following accomplishments:

OPCR Accomplishments - 15 days after the end of the rating period (Jan 15 & July 15)
IPCR Accomplishments - 25 days after the end of the rating period (Jan 25 & July 25)

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. Employees' 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 or non-submission of the office and individual performance commitment and review report.

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.

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