

MEMORANDUM CIRCULAR NO. 144

Series of 2024

**TO: All Vice Presidents, Chancellors, College Deans, Directors, and
Department/Office Heads**

RE: Submission of OPCR with Guides

FROM: PROSE IVY G. YEPES, EdD
University President

For and on behalf:


DR. ALELI A. VILLOCINO
Vice President for Student Affairs and Services

DATE: July 9, 2024

The Office Performance and Commitment Review (OPCR) is part of the output required by the Civil Service Commission. The OPCR is the source of data and information that are consolidated and inputted in the Budget Execution Documents (BED), Budget Accountability Report (BAR) and Higher Education Management Information System (HEMIS). OPCR's are serious documents because they are used for the budget plan of the University, including our salaries and budget for the MFOs.

With this, please take note that the deadline of submission for the OPCR Accomplishment from January - June 2024 is July 15, 2024.

To facilitate the submission please take note of the following deadlines:

OPCR Accomplishments

July 9	-	Heads to Directors/Deans
July 11	-	Directors/Deans to VPs/OP
July 15	-	Heads/Directors/Deans/VPs to Planning Office

For the accomplishments from January to June, only 50% of the target needs to be achieved.

Number of Copies

Please provide three (3) copies of OPCR to be distributed to OVPPRGAS, PMT and home department or office. The OVPPRGAS will return to you the signed OPCR copies to be retained as office files.

Signatories

Front page: (2 signatories)

As applicable:

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

Back page: (3 signatories)

Received by	:	TONI MARC L. DARGANTES <i>Planning Office</i>
Calibrated by	:	ELWIN JAY V. YU <i>Chairman, PMT</i>
Approved	:	PROSE IVY G. YEPES <i>President</i>

All dDRC and office secretaries should ensure a date is placed in every signature.

Best Practices or Innovation

Continual improvement of services is the desire of government. Do not forget to include the best practice in your accomplishment. In a separate page(s) provide a detailed description of the best practices and include the name of the unit. The best practice or innovation maybe an individual or joint effort; those who carried it out (from planning to implementation) must also be identified in the detailed description. A best practice or innovation is not necessarily in terms of monetary savings, but also in terms of contributions to the efficiency and effectiveness in carrying out of the tasks of the unit.

Additional Performance Indicator in the OPCR

Under the General Administration and Support Services (GASS) administration:

PI(x)	Response to NCs and CARs issuances		
	Percentage of NCs received and acted	Targets - 0%	Accomplishment - 100%
	Percentage of CARs received and acted	Targets - 0%	Accomplishment - 100%

This order is issued to encourage all to conscientiously submit their OPCR.