



6 February 2020

MEMORANDUM CIRCULAR NO. 18
Series of 2020

T O: All VPs/College Deans/Directors and Department/Office Heads
R E: Deadline for Submission of 2019 OPCR/IPCR Ratings

Please be informed that based on IATF Memorandum Circular No. 2019-2 dated November 12, 2019, all agencies are required to submit Agency Physical Accomplishment for 2019 and Agency Report on Ranking of Delivery Units (Form 1.0 and PBB Evaluation Matrix) to AO 25 Secretariat not later than February 28, 2020.

Since the Performance Management Team still needs to calibrate the submitted OPCR's to finally prepare the ranking of delivery units, all VPs, College Deans, Directors and Department/Office Heads concerned are directed to ensure that OPCR's & IPCR's with accomplishments reach the PMT not later than February 14, 2020. The PMT has only one week to prepare the reports as mentioned above, hence, said deadline.

Those units with OPCR's & IPCR's received after the February 14, 2020 deadline will automatically be ranked lower than the lowest ranked unit which was able to submit their IPCR.

For strict compliance.


EDGARDO E. TULIN
President