



27 September 2018

MEMORANDUM NO. 339

Series of 2018

T O: All Concerned

R E: Urgent Submission of January-June 2018 OPCR & IPCR with Ratings

Records of the Planning Office and PRPEO revealed that there are still offices and individual employees who have not submitted their January-June 2018 OPCR and IPCRs with ratings.

Please be reminded that VSU will undergo an on-site assessment by the Civil Service Commission of our compliance of various HR policies and processes which include our compliance to our SPMS policies particularly in the submission of OPCR & IPCRs. During the interview, we expect to be asked whether we have already submitted these documents to the concerned offices.

All offices and employees are therefore mandated to submit their January-June 2018 OPCR and IPCRs with ratings to the Planning Office and PRPEO, respectively, not later than the first hour of Monday, October 1, 2018.

For strict compliance.


for **EDGARDO E. TULIN**
President *enc 9/28/18*