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**MEMORANDUM CIRCULAR NO. <sup>42</sup> —**  
Series of 2025

**TO: All Concerned**

**RE: Clarification and Reiteration of Memo Circular No. 22, s. 2025 on Submission of Targets for the January–June 2025 Rating Period**

**FROM: DR. PROSE IVY G. YEPES**  
University President

**DATE: February 7, 2025**

This memo serves as a reiteration and clarification of Memo Circular No. 22, s. 2025, regarding the submission of targets for the rating period of January–June 2025, using the approved O/D/U/IPCR forms.

While the rating period remains unchanged, certain targets, particularly those that require a longer timeframe for completion, such as research publications, may be set for the entire year instead of just six months. Hence, all concerned should indicate the expected progress and indicate in the *Remarks* column that the target is good for accomplishment within one year.

This clarification ensures accurate documentation of long-term targets while maintaining alignment with the existing performance evaluation framework. Should you have any questions or require further guidance, please feel free to reach out.

For your information and proper guidance.

cc: All Chancellors  
All Vice Presidents

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