



19 October 2018

MEMORANDUM NO. 355

Series of 2018

T O: All Department/Centers/Institutes/Offices/Units

R E: 2018 IPCRs

One of the recommendations from the Civil Service Commission during the recently concluded PRIME-HRM accreditation for the University was concerned with completeness of data and supporting documents in the Individual Performance Commitment Rating (IPCR) Forms.

In this connection, all supervisors are directed to assure that the following data and supporting documents are supplied in the IPCR's for January – June 2018 and July – December, 2018 rating periods:

1. **IPCR Form (Exhibit B)** – box at the bottom part (**Comments and Recommendations for development Purposes**) should be filled-up by the Rater/Unit Head and should not be left blank as this is the basis in preparing the Employee Development Plan (EDP)
2. **Employee Development Plan (Exhibit L)** – to be prepared by the Head for discussion with the concerned employee who will conform said EDP.
3. **Performance Monitoring and Coaching** – to be prepared by the Unit Head/Supervisor
4. **Exhibit K** (for Faculty only)
5. **Exhibit O and P** (for Administrative Staff)
6. **Exhibit J**

To assure compliance of the above requirements for the January – June 2018 IPCR's, all Heads concerned are directed to facilitate retrieval, filling-up of missing data and supplying of needed supporting documents. Completed forms and documents should immediately be submitted to the Personnel Records and Performance Evaluation Office (PRPEO) immediately.

For guidance and compliance.


f/ **EDGARDO E. TULIN**
President DIC 10/23/18