



12 February 2024

MEMORANDUM CIRCULAR NO. 28
Series of 2024

T O: All VSU Component Colleges
R E: Guide for OPCR and IPCR Signatories

In order to standardize the different signatories of the OPCR and IPCR of the component colleges, please refer to the table below:

	Evaluation Forms	Signatories	Remarks
1	OPCR Targets / Accomplishments		
	Chancellor	Approved by: Daniel Leslie S. Tan OIC-President	First page
		Reviewed by: Toni Marc Dargantes Planning Officer	Last page
		Calibrated by: Edgardo E. Tulin / PMT	
		Approved by: Daniel Leslie S. Tan OIC-President	
	Offices	Approved by: Next Higher Head	First Page
		Reviewed by: Toni Marc Dargantes / Planning Officer	Last Page
		Calibrated by: Edgardo E. Tulin / PMT	
		Approved by: Daniel Leslie S. Tan OIC-President	
2	IPCR Targets and Accomplishments		
	Chancellor	Approved by: Daniel Leslie S. Tan OIC-President	First Page
		Evaluated and Rated by: Daniel Leslie S. Tan OIC-President	Last Page
		Approved by: Daniel Leslie S. Tan OIC-President	
	Other Employees	Approved by: Unit Head	First Page
		Evaluated and Rated by: Unit Head	Last Page
		Approved by: Chancellor	

Please be guided accordingly.



DANIEL LESLIE S. TAN
OIC-President