



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 OPCRs and IPCRs 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	
		Calibrated by: Edgardo E. Tulin / PMT	Last page
		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	Leat Dage
		Approved by: Daniel Leslie S. Tan OIC-President	Last Page
	Other Employees	Approved by: Unit Head	First Page
		Evaluated and Rated by: Unit Head	
		Approved by: Chancellor	Last Page

Please be guided accordingly.

DANIEL LESLIE S. TAN
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