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Memorandum Circular No. 22
Series of 2025

TO: All Concerned

RE: Submission of Targets for the Rating Period of January to June 2025 Using the UMRC-Approved OPCR, DPCR, UPCR, and IPCR

FROM: DR.  IVY G. YEPES
University President

DATE: January 20, 2025

As agreed upon during the **Orientation and Seminar-Workshop on Aligning Organization and People, and Target Setting** held on January 13-14, 2025, the following **deadlines** for the submission of performance commitment and review forms have been set:

ITEM	Date	Who Should Prepare	Where to Submit
OPCR	January 23, 2025	Vice Presidents and Chancellors	Office of the Vice President for Planning and Development
DPCR	January 24, 2025	Directors and Deans	Office of the Vice President for Planning and Development
UPCR	January 27, 2025	Office/Department Heads	Office of the Vice President for Planning and Development
IPCR	January 31, 2025	All Faculty Members and Administrative Staff	University Human Resource Management and Development Office

Please ensure that the cascading of targets is aligned with the organizational goals and quality objectives reflected in the approved Strategic Plan Execution Continuum. We request all concerned units and personnel to strictly adhere to these submission timelines.

For your information and usual support.

OFFICE OF THE PRESIDENT

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