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Office of the President

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MEMORANDUM CIRCULAR NO. 46

Series of 2013

T O: All Heads of Delivery Units including College Deans & Center Directors

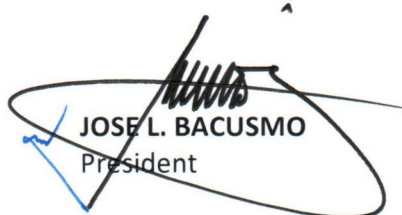
R E: Submission of IPCRs for Year 2013

As provided for in our CSC approved Strategic Performance Management System, monitoring in the submission of Individual Performance Commitment Review Form (IPCR) is the responsibility of the PRPEO including the review of summary list of individual performance ratings to ensure that the average performance rating of employees shall not be higher than the approved Office Performance Commitment Rating as recommended by the PMT and approved by the President. Likewise, the PRPEO is mandated to submit the required Consolidated Individual Performance Review Report to the Civil Service Commission.

Based on PRPEO record, IPCRs of individual employees has not been forwarded/submitted to the PRPEO.

In view of this, you are hereby reminded to submit the IPCRs of the individual employees of your unit to PRPEO for monitoring and recording purposes not later than September 30, 2013. At the end of the rating period and based on the office rating as calibrated by the PMT, IPCRs with ratings and the Summary List of Individual Ratings should likewise be submitted to PRPEO for checking and review to ensure that the average performance rating of all employees is not higher than the office rating. The PRPEO will submit the Summary List of Individual Ratings to the PMT. Staff of the Planning Office, PRPEO and ODAHRD shall provide secretariat services to the PMT in the final forced ranking of employees for PBB purposes.

For compliance.


JOSE L. BACUSMO
President