



VISAYAS
STATE UNIVERSITY

Office of the President

2/F Administration Building
Visca, Baybay City, Leyte, PHILIPPINES
Telefax: +63 53 563 7067
Email: op@vsu.edu.ph
Website: www.vsu.edu.ph

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MEMORANDUM NO. 8
Series of 2020

T O: All Vice Presidents, College Deans, Directors and Department/Office Heads
R E: Reminder for Submission of OPCR and IPCR Accomplishments and Targets

In our pursuit for the achievement of yearly institutional targets and for ISO-certification, please be reminded of the following deadlines for submission of OPCR and IPCR:

	<u>Deadline</u>	<u>Submit to</u>
1. OPCR accomplishments for July-December 2019 -	January 15, 2020	OVPPGEA
2. IPCR accomplishments for July-December 2019 -	January 25, 2020	PRPEO
3. IPCR Target for January-June 2020 -	January 20, 2020	PRPEO

Please take note that non-compliance thereof will have the following implications:

1. Non-conformances during Stage 2 audit under ISO 9001:2015
2. IPCRs of faculty and staff received after the above deadline will not be included in the forced ranking for the granting of step increment based on merit
3. Other sanctions as provided for in CSC MC No. 6. s. 2012

For strict compliance.


EDGARDO E. TULIN
President

cc: OVPPRGEA
PRPEO