


MEMORANDUM CIRCULAR NO. 286
Series of 2024

TO: All Vice Presidents, Chancellors, College Deans, Directors and Department/Office Heads

RE: Preparation and Submission of OPCR and IPCR (2024 Accomplishments and 2025 Targets)

**FROM: 
DR. PROSE IVY G. YEPES**
University President

DATE: December 20, 2024

To ensure timely and effective preparation and submission of the statutory performance evaluation tool, OPCR and IPCR, the administration hereby reiterates the VSU SPMS Calendar as provided for in the CSC-approved VSU Enhanced Strategic Performance Management System (SPMS) and disseminated through OP Memo Circular No. 04 s. 2024 s. 2024 (please see attachment).

The submission of **2024 OPCR/IPCR accomplishment (January – December 2024)** shall follow the prescribed dates in the VSU SPMS Calendar:

2024 OPCR Accomplishment:

January 7, 2025	Heads to Directors/Deans
January 10, 2025	Directors/Deans to VPs/Chancellors/OP
January 15, 2025	VPs/Chancellors/OP to Planning Office

2024 IPCR Accomplishment:

January 25, 2025	Individual employee (by office) to PMRRO
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For the submission of **2025 OPCR/IPCR targets (January – December 2025)**, an adjusted schedule shall be observed in order to incorporate the new strategic objectives developed during the VSU Strategic Planning for CY 2025-2028 which will be cascaded on December 19, 2024:

2025 OPCR Target:

January 17, 2025	Heads to Directors/Deans
January 22, 2025	Directors/Deans to VPs/OP
January 27, 2025	VPs/Chancellors/OP to Planning Office

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2025 IPCR Target:

January 31, 2025

Individual employee (by office) to PMRRO

Further, to guide employees in crafting the 2025 OPCR/IPCR Targets, an orientation and seminar-workshop "Aligning Organization and People and Target Setting" will be conducted and facilitated by CSC-Reg. VIII on January 13-14, 2025 at RDEI Hall.

Number of copies to be prepared:

- Two (2) copies of OPCR to Planning Office. A receiving copy will be returned to the home office
- Two (2) copies of IPCR to PMRRO. A receiving copy will be returned to the home office.

Best Practices or Innovation

Continual improvement of services is the desire of government. Do not forget to include the best practice in your accomplishment. In a separate page(s) provide a detailed description of the best practice and include the name of the unit. The best practice or innovation maybe an individual or joint effort; those who carried it out (from planning to implementation) must also be identified in the detailed description. A best practice or innovation is not necessarily in terms of monetary savings, but that contributes to the efficiency and effectiveness in carrying out the task of the unit.

Additional Performance Indicator in the OPCR/IPCR

Under the General Administration and Support Services (GASS) administration:

PI(x) Response to NCs and CARs issuances

Percentage of NCs received and acted

Targets - 0%

Accomplishment - 100%

Percentage of CARs received and acted

Targets - 0%

Accomplishment - 100%

This memorandum is issued to encourage all to conscientiously submit the statutory OPCR/IPCR.