



26 November 2021

MEMORANDUM CIRCULAR NO. 126
Series of 2021

**T O: All Vice Presidents, Chancellors, College Deans, Directors
and Department/Office Heads**

R E: Submission of OPCR with Guides

The Office Performance and Commitment Review (OPCR) is part of the output required by the Civil Service Commission. The OPCR is the source of data and information that are consolidated are inputted in the Budget Execution Documents (BED), Budget Accountability Report) BAR and Higher Education Management Information System (HEMIS). Meaning OPCR's are serious documents because they are used for the budget plan of the University, including our salaries and budget for the MFOs. To make it less boring, add a best practice and innovation in your OPCR. You can plan what best practice you want to show in your target, but if you failed to put a best practice or innovation in the target, you can put that in your accomplishment.

Please, provide a detailed description of the best practice/innovation, especially when submitting your OPCR Accomplishment.

Deadline

The SPMS Calendar specified the following deadline of OPCR submission, as per CSC MC 6, s. 2012:

OPCR Targets for the next year January – December	Every December 25
OPCR Accomplishments for the July – December	Every January 15
OPCR Accomplishments for the January – June	Every July 15

Number of Copies

Provide the OVPPRGAS three (3) copies of OPCR to be distributed to OVPPRGAS, PMT and home department or office. Make sure you have a file of the OPCR in your home office. Print the OPCR in A4 size bond paper.

Signatories

Front page: (2 signatories)

As applicable:

<input type="radio"/> Department/ Unit Head	and	Dean/Director
<input type="radio"/> Dean/Director	and	Vice President
<input type="radio"/> Vice President	and	President

Back page: (4 signatories)

Received by	:	DILBERTO O. FERRAREN <i>Planning Office</i>
Calibrated by	:	DANIEL LESLIE S. TAN <i>Chairman, PMT</i>
Recommending Approval	:	(Name of VP where the office/unit belong) VP for _____
Approved	:	EDGARDO E. TULIN <i>University President</i>

All dDRC and office secretaries should ensure a date is placed in every signature.

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.

Why identify the best practice and innovation? It could be converted to an award or recognition.

The details of each best practice will allow us to replicate the best practice and adopt it in our "OFIs". It could be adopted in the office strategic plan which we annually do. And could also contribute to the University Strategic Plan implementation. Note each office must have its own annual strategic plan, the bases of your OTP, ROAM and OPCR. Annual Strategic Plan are short and specific.

Additional Performance Indicator in the OPCR

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% Accomplishments – 100%
	Percentage of CARs received and acted	Targets – 0% Accomplishments – 100%

Since, a percentage is derived from an absolute value in the form of ratio include the base values, e.g., 100% (1/1) or 50% (1/2).

Benefits in submitting the OPCR

A well-toned and accomplished OPCR will result in a clear annual visioning of your corresponding office. One obvious benefit of total commitment and submission is the probability that the university will be granted a PBB and/or PEI.

But CSC MC No. 6 which was adopted in the CSC approved Enhanced SPMS of the university stipulated some counter measures in the non-submission, such as:

- Employee's disqualification for performances-based personnel actions which would require the rating for the given period such as promotion, trainings or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.*

- b. *An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.*

This memorandum is issued to encourage all, to conscientiously submit their OPCR.


EDGARDO E. TULIN
President *alc*
12-3-21