



VISAYAS
STATE UNIVERSITY

**Office of the Vice President for
Administration and Finance**

Bgry. Pangasugan, Visayas State University
Visca, Baybay City, Leyte PHILIPPINES
Phone/Fax: +63 53 563 7108
Email: ovpaf@vsu.edu.ph
Website: www.vsu.edu.ph

August 9, 2018

MEMORANDUM NO. 17
Series of 2018

T O: All Department/Centers/Institutes/Offices/Units

R E: Submission of OPCR and IPCR 2018

Relative to OP Memo No. 276, s. 2018 re OPCR and IPCR for CY 2018 and in view of the upcoming on-site assessment by the Civil Service Commission (CSC) on VSU's compliance of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), this office would like to make an appeal for the cooperation of everyone to please make, process for approval, and submit the approved copy of OPCR to OVPPRGEA and IPCR to PRPEO the soonest possible time. These documents need to be intact and packaged before the month of September, ready for inspection anytime by the CSC Assessor.

In order to have uniformity of documents as to correctness of forms used as well as the names of required signatories in each form and all the supporting documents needed, please see attached sheet for your guidance. You may also coordinate with OVPPRGEA for OPCR and PRPEO for IPCR matters.

For immediate and strict compliance.

REMBERTO A. PATINDOL
VP for Administration & Finance

cc: Members of the PMT
Ms. Lilibeth V. Pagalan
Ms. Miriam M. De la Torre

VSU's Vision: A globally competitive university for science, technology, and environmental conservation.
VSU's Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

REQUIRED SIGNATORIES *(Please print names in CAPITAL letters)*

For OPCR:

Front page

As applicable:

Dept/Unit Head	and	Dean/Director
Dean/Director	and	Vice President
Vice President	and	President

Back page

Received by	:	<u>Planning Office</u>
Calibrated by	:	<u>REMBERTO A. PATINDOL</u> Chair, PMT
Recommending Approval	:	<u>Name of VP where the office/unit belong</u> VP for _____
Approved	:	<u>EDGARDO E. TULIN</u> University President

For IPCR

Front page upper portion:

Name of Employee Concerned and Approved by: Name of Unit Head

Back page lower portion:

Evaluated & Rated by	:	<u>Name of Dept/Unit Head</u>
Recommending Approval	:	<u>Dean/Director</u>
Approved	:	<u>Vice President</u>

SUPPORTING DOCUMENTS NEEDED: *(For IPCR only --- forms to be secured at PRPEO)*

- | | |
|-------------|---|
| ● Exhibit G | - Performance Monitoring and Coaching Journal |
| ● Exhibit J | — Summary List of Individual Ratings |
| ● Exhibit K | - Summary of Individual Rating for Faculty Member with Multiple Functions |
| ● Exhibit L | — Employee Development Plan |
| ● Exhibit O | — Instrument to Evaluate Performance Effectiveness of Admin. Employees |
| ● Exhibit P | — Summary of Individual Rating of Administrative Staff |

Note:

- Please use long (legal) size bond paper
- Arrange and fasten all IPCRs in alphabetical order in an ordinary (white) folder and put label on the side of the folder (Ex: "OVPAF IPCR Accomplishment Jan-June 2018")
- IPCR Targets in separate folder