



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph

Office of the President

12 September 2014

MEMORANDUM NO. 224

Series of 2014

**T O: All Vice Presidents, Deans, Directors, Department/Office Heads
Including Deans of Satellite Campuses**

R E: Non-Submission of OPCR/IPCR for 2014

One of the activities lined up for the 114th Anniversary of the Philippine Civil Service is a Performance Planning Review to revisit Office targets and accomplishments as of September 2014. The Performance Management Team (PMT) is supposed to go over, deliberate and calibrate the submitted targets as reflected in the OPCR prior to the review. Unfortunately, only very few offices have submitted their OPCRs to the Planning Office and IPCRs to the PRPEO. The submission of these documents is already long overdue.

In view of this, the offices which have not submitted their OPCRs & IPCRs are given until September 19, 2014 to submit the same to the Planning Office & PRPEO, respectively.

Quoted below for the information of all concerned is the miscellaneous provision of CSC MC No. 6, series of 2012 as also adopted in the CSC approved SPMS of the university for your information and guidance to wit:

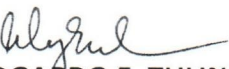
II. Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review form to the PMT, and the Individual employee's Performance Commitment and Review forms to the HRM Office/Personnel Office within the specified dates shall be a ground for:

- a. **Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training 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.**

Ms. Redempta Soria of the Planning Office and Ms. Miriam dela Torre of the PRPEO are hereby directed to submit within 3 days after the above given deadline a report to the Office of the President listing down Offices/departments/satellite campuses and faculty/staff who still failed to submit OPCR's & IPCR's , respectively even with this reminder for appropriate action.

Please be guided accordingly.


EDGARDO E. TULIN
Officer-in-Charge

cc: ODAHRD
Planning Office
PRPEO
Atty. Rysan Guinocor
Ms. Redempta Soria
Ms. Miriam de la Torre
Records
File