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Office of the President

19 September 2013

MEMORANDUM NO. 224


Series of 2013

- T O: All Vice Presidents, College Deans/Directors/Department/Office Heads and PMT Members**
- R E: Performance Planning Review & Workshop Revisiting 2013 Targets and Presentation of January – September 2013 Accomplishments Out of 2013 Targets**

In order to facilitate calibration and approval of the OPCR's presented by unit heads during the Performance Planning Review & Workshop Revisiting 2013 targets and presentation of January –September 2013 accomplishments on September 23-24, 2013, all presenters are required to prepare nine (9) hard copies of their presentation for distribution to the PMT members, as well as a 5 minute power presentation.

All PMT members and unit heads are reminded to be present on September 23-24, 2013 starting at 8:30 am at the CCE 2nd Floor for calibration and finally approval of OPCR's with targets needed to contribute to the overall university targets and which are needed for the attainment of the MFOs of that particular unit concerned. Targets in the approved OPCR shall be used as basis by unit heads in cascading office targets to subordinates and in finalizing tasks, activities and targets of individuals in their IPCRs which is due for submission to PRPEO not later than September 30, 2013.

For compliance.


for **JOSE L. BACUSMO**
President *9/19/13*