



13 December 2021

**MEMORANDUM CIRCULAR NO. 131**

Series of 2021

**T O: All VPs, Chancellors, Directors, Deans, Department/Units Heads**

**R E: Conduct of Year End Performance Assessment 2021**

Year 2021 is about to end and there is still a need for the university to assess our performance for the year on mandatory targets as spelled out in the National Expenditures Program (NEP). There is also a need for us to cascade our 2021 targets to the various delivery units and plan targets to the various delivery units.

In view of this, a **Year End Performance Assessment** is scheduled on December 21-22, 2021 with the following required reports for presentation:

1. The 2021 accomplishments which should include the delivery unit's accomplishments of the success indicators per Major Final Outputs and the 2022 targets using the attached template (OPCR Monitoring Form).

Only College Deans, Directors and Chancellors will present the consolidated accomplishments of their units.

For compliance.

**EDGARDO E. TULIN**  
President