



# Visayas State University

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## Office of the President

22 June 2015

MEMORANDUM CIRCULAR NO. 22

Series of 2015

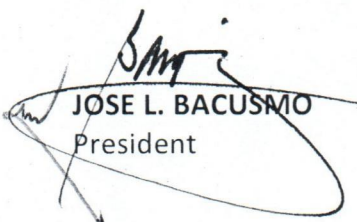
- T O:** Vice President for Instruction  
Vice President for Research and Extension  
Vice President for Planning, Resource Generation & External Affairs  
Vice President for Administration & Finance  
Members of the Performance Management Team (PMT)  
College Deans/Secretaries  
Research & Extension Directors  
Center Directors  
Department Heads/Secretaries  
Executive Assistant
- R E:** University-wide Workshop on the Preparation and Submission  
of Semi-Annual OPCR and IPCR for 2015

Please be informed that the Office of the Vice President for Planning, Resource Generation and External Affairs with the members of the Performance Management Team is conducting the annual university-wide planning workshop for 2015 in line with the directive from the Civil Service Commission through the Office of the President to strictly implement the provision of CSC Memorandum Circular No. 6, series of 2012 requiring the submission of IPCR in semi-annual rating period, that is, January to June and July to December.

In this connection, there will be a one-day workshop on how to prepare and segregate the office and individual targets and accomplishments to ensure that the average of the rating of individuals do not exceed the office rating. The planning workshop is scheduled on **July 2, 2015 (Thursday) at the Center for Continuing Education, VSU, Baybay City Leyte.**

You are required to bring your laptop and prepared OPCR for review and for immediate revision if required to be submitted to the PMT after the workshop.

Your cooperation and immediate action is very much appreciated.

  
**JOSE L. BACUSMO**  
President