

# Visayas State University

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## Office of the President

18 December 2013

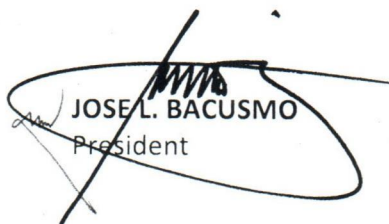
### MEMORANDUM CIRCULAR NO. 65

Series of 2013

- T O: All College Deans, Directors and Department/Office Heads**
- R E: Deadline on the Submission of OPCR and IPCR for 2013 Accomplishments**

Please be informed that according to the records of OVPPRG & PRPEO many offices have not yet submitted their OPCRs and IPCRs. Without these documents the PMT cannot proceed in the performance evaluation for submission to the Inter-agency Task Force (IATF). In this connection, the PMT is setting the final deadline for the submission of these documents on or before **5:00 PM of December 20, 2013 for OPCR accomplishments to OVPPRG and December 27, 2013 for IPCR accomplishments to PRPEO**. Please understand that failure to submit these documents on the deadline would mean you are waiving your right to be reviewed by the Team and to be ranked according to your accomplishments for the year.

You are advised to strictly comply with these requirements.

  
**JOSE L. BACUSMO**  
President