



16 December 2022

**MEMORANDUM CIRCULAR NO. 152**  
Series of 2022

**T O: All VPs, Chancellors, Directors, Deans, Directors, and Department/Office**

**R E: Brief Process Flow and Deadline of Submission of OPCR and IPCR**

The University SPMS Calendar per CSC MC 6, s. 2012 schedule of submission of OPCR and IPCR are as follows:

- |                        |   |
|------------------------|---|
| 1. OPCR Target         | - 5 days before the start of the rating period (Dec 25)       |
| 2. IPCR Target         | - 5 days from the start of rating period (Jan 5)              |
| 3. OPCR Accomplishment | - 15 days after end of the rating period<br>(Jan 15 & Jul 15) |
| 4. IPCR Accomplishment | - 15 days after end of the rating period<br>(Jan 25 & Jul 25) |

The University is adopting a semi-annual or 2 rating periods every year, which is: January – June and July – December. However, targets will be written for one (1) year, that is JANUARY – DECEMBER both for OPCR and IPCR.

The Offices of the Vice Presidents (OVPs) should issue a memorandum to all offices under its supervision to submit OPCR Accomplishments. This memorandum is cascaded down to the last delivery unit. Then the head of a delivery unit issues a memorandum to all faculty and staff in their respective unit to submit each person's Individual Performance Commitment Review (IPCR). When all IPCRs are gathered, the head consolidates all IPCRs into the office's OPCR. This OPCR is forwarded to the next higher supervising office (Division Head/ College Dean/Center Director) for further consolidation. After that, the OPCR from the Division/College Dean/Center Director Offices is forwarded or submitted to their respective Office of the Vice President. Then the OVPs will consolidate all OPCRs to the Office of the President.

Below is a brief process flow for OPCR and IPCR Accomplishment submission:

Person Responsible	Activity	Record Generated	Deadline of Submission	Where to submit?
<b>Submission of OPCR and IPCR Accomplishment: (done semi-annually)</b>				
Individual Employee	Prepare IPCR	IPCR Accomplishment	Jan 4	Office Head (for rating)
Office Heads	Assess and consolidate individual	OPCR Accomplishment	Jan 6	Deans and Directors

	accomplishments, prepare, and submit OPCR with accomplishment		Jan 15	Planning Office
Deans & Directors	Assess and consolidate individual accomplishments of offices under their supervision for submission to the VP.	OPCR Accomplishment of the Dean and Directors	Jan 11	VPs
			Jan 15	Planning Office
VPs	Assess and consolidates OPCR of the Deans and Directors	OPCR Accomplishment of the VP	Jan 15	Planning Office
Planning Office VPs and Performance Management Team (PMT)	Consolidate, review, validate, calibrate, and recommend approval of OPCR accomplishment by the President	Calibrated OPCR Accomplishment	Every 2 <sup>nd</sup> week of <ul style="list-style-type: none"> <li>• January</li> <li>• July</li> </ul>	Office of the President
OP and Planning Office	Approve and return OPCR accomplishments	Approved OPCR Accomplishment	Every 3 <sup>rd</sup> week of <ul style="list-style-type: none"> <li>• January</li> <li>• July</li> </ul>	Concerned offices
Office Heads and Individual Employees	Finalize rating of IPCR accomplishment based on approved OPCR	Approved IPCR Accomplishment s with filled-up attachments	Every 4 <sup>th</sup> week of <ul style="list-style-type: none"> <li>• January</li> <li>• July</li> </ul>	ODHRM - Office of the Head of Performance Management & Rewards & Recognition (OHPMRR)

#### Signatories for OPCR:

First page: (2 signatories)

As applicable:

- Department/Unit Head                      and      Dean/Director
- Dean/Director                                      and      Vice President
- Vice President                                      and      President

Last page: (3 signatories)

Received by                                      :      **TONI MARC L. DARGANTES**  
*Planning Office*

Calibrated by                                      :      **DANIEL LESLIE S. TAN**  
*Chairman, PMT*



Approved by : **EDGARDO E. TULIN**  
University President

In addition, below are the pertinent reminders in the submission of OPCR and IPCR:

- Detailed description of your best practices/innovations when submitting your OPCR/IPCR accomplishment is required.
- dDRCs and/or office clerks should ensure a date is placed on every signature affixed to the OPCR /IPCR forms.
- Exact forms and required signatories are available at the Planning Office (for OPCR) and ODHRM-PMRR for (IPCR). It shall be printed in A4 size bond paper.
- Corrective Action Report (CAR) will be issued to the offices with late OPCR/IPCR submission.

As to the sanctions on non-submission, Section I, Part III of the CSC-approved Enhanced SPMS provides, to wit,

"Unless justified and accepted by the PMT, non-submission of OPCR and IPCR within the specified dates shall be ground for:

- Employee's 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.*
- An administrative sanction of violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay of non-submission of the office and individual performance commitment and review report.*

XXXXX

Please be guided accordingly and for strict compliance.

  
**EDGARDO E. TULIN**  
President