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Office of the President

5 December 2012

Memorandum Circular No. 83

Series of 2012

To: All Departments/Centers/Institutes/Offices/Units

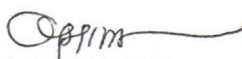
Subject: Immediate submission of Office Performance Commitment & Review (OPCR) with Accomplishments and Summary List of Individual Ratings

In relation to the Performance-Based Bonus, the Commission on Higher Education and the Department of Budget and Management are requiring government agencies to submit the Performance Forced Ranking of offices and employees on Friday, December 7, 2012. However, VSU is asking consideration to extend our deadline of submission on Dec. 12, 2012.

In view of this, all concerned are required to consequently do the following:

Action needed	Deadline	Offices/Persons involved
1. Submission of OPCR with actual accomplishments to Office of the Vice President for Planning and Resource Generation (OVPRG)	Dec. 6, 2012 (5:00 pm)	All departments, centers, institutes, offices, units
2. Calibration of OPCR with accomplishments	Dec. 7, 2012	Performance Management Team (PMT)
3. Each office should immediately secure from OVPRG the duly-calibrated office ratings to be used as basis by Department Heads	Dec. 7, 2012 (3:00pm)	All departments, centers, institutes, offices, units
4. Preparation of Summary List of Individual Ratings and submission to the Personnel Records and Performance Evaluation Office (PRPEO)	Dec. 10, 2012 (5:00pm)	All departments, centers, institutes, offices, units
5. Ranking of offices and employees	Dec. 11, 2012	PMT & PRPEO
6. Submission of Forced Ranking of Employees to CHED and DBM	Dec. 12, 2012	OP through PMT

For immediate attention and compliance.


JOSE L. BACUSMO
President *dec 12/5/12*