




UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

02 July 2022

**MEMORANDUM NO. CCDP 2022-207**

TO : **The Deans, Directors, and Heads of Units and Offices**  
(Attention: Administrative Officers/Designates)

FROM : *for*  OIC *4 July 2022*  
**Carmencita D. Padilla, MD, MAHPS**  
Professor and Chancellor *g*

SUBJECT : Submission of IPCR/PES Targets and Appraisals for 2022

This is to remind all Administrative Personnel and REPS on the submission of IPCR/PES Targets and Appraisals for 2022. Administrative employees shall accomplish their Individual Performance Commitment and Review (IPCR) Targets and Appraisals online through the University Information System (UIS), whereas REPS shall accomplish their Performance Evaluation System (PES) Tool using the PES form.

Below are the deadlines for submission of printed copies of IPCR/PES Targets and Appraisals duly accomplished, signed and consolidated by the respective Administrative Officers:

- 1. Performance Targets for July to December 2022 - on or before 15 July 2022.**
- 2. Performance Appraisals for January to June 2022 - on or before 31 July 2022**

The e-copies on the other hand, must be uploaded to the assigned shared drive of the unit through the Administrative Officer using this filename format: ***IPCR Rating 2022 1st Sem of Last name, First name MI ex. IPCR Rating 2022 1st Sem of Dela Cruz, Juan A.***

Please be reminded of the following sanctions for the delay or non-submission of IPCR and for failure of the head of office to notify a subordinate about an unsatisfactory or poor performance during the rating period (CSC MC No. 6 series of 2012 SPMS Guidelines):

*“Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review (OPCR) form to the OVCPD or equivalent executive office responsible with CU plans and programs and the Individual Performance Commitment and Review (IPCR) forms to the HRDO within the specified dates shall be grounds for:*

- a. Employees' 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.*

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

*c. Failure on the part of the Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.”*

Links to encode IPCR Target and Rating through the UIS:

**\*IPCR Guides for Staff Users**

<https://hrdo.upm.edu.ph/node/349>

**\*IPCR Guides for Supervisors**

<https://hrdo.upm.edu.ph/node/355>

Please contact HRDO ([upm-hrdo@up.edu.ph](mailto:upm-hrdo@up.edu.ph)) if you need further clarifications.

For information, guidance, and compliance.