



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

04 January 2023

MEMORANDUM NO. CCDP 2023-001

TO : The Deans, Directors, and Heads of Units and Offices

ATTENTION : All Administrative Officers

SUBJECT : **Submission of IPCR/PES Targets for 2023 and Appraisals for 2022**

This is to remind all Administrative Personnel and REPS on the submission of IPCR/PES Targets (January to June 2023) and Appraisals (July to December 2022). All administrative employees shall accomplish their Individual Performance Commitment and Review (IPCR) Targets and Appraisals online through the University Information System (UIS), whereas the 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 January to June 2023 - on or before 15 January 2023**
- 2. Performance Appraisals for July to December 2022 - on or before 31 January 2023**

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 2nd Sem of Last name, First name MI ex. IPCR Rating 2022 2nd Sem of Dela Cruz, Juan A.***

Please be reminded of the following sanctions for the delay or non-submission of IPCR and for the failure of the head of office to notify a subordinate about 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:

- 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.*
- 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.*

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

For the information, guidance, and compliance of all concerned.


Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor 



*IPCR Guide for Staff Users
<https://hrdo.upm.edu.ph/node/349>

*IPCR Guide for Supervisors
<https://hrdo.upm.edu.ph/node/355>