



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

15 June 2023

MEMORANDUM NO. CCDP-2023-175

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

ATTENTION : Administrative Officers

SUBJECT : Submission of IPCR/PES Target 2nd Sem and Appraisals 1st Sem FY 2023

This is to remind all Administrative Personnel and REPS on the submission of Individual Performance Commitment and Review (IPCR) / Performance Evaluation System (PES) Targets for the 2nd Sem (July to December 2023) and Appraisals for the 1st Sem (January to June 2023). All administrative employees shall accomplish their Targets and Appraisals online through the University Information System (UIS), whereas REPS shall accomplish their PES using the PES form.

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

1. **Performance Targets for July to December 2023 - on or before 15 July 2023**
2. **Performance Appraisals for January to June 2023 - on or before 31 July 2023**

The **e-copies** must be uploaded to the assigned shared drive of the unit through the Administrative Officer using this filename format: **IPCR Rating 2023 1st Sem of Last name, First name MI ex. IPCR Rating 2023 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 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 for CU plans and programs and the 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 employee.*


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 OPCR and IPCR.

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 clarification.

For 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>