



08 July 2024

MEMORANDRUM NO. CMLT-2024-177

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

ATTENTION All Administrative Officers/Executive Assistants/Designated Staff

SUBJECT Submission of IPCR/PES targets 2nd semester, ratings 1st semester, and summary list of IPCR/PES ratings 1st semester per unit/college for FY 2024

Please be reminded of the guidelines and deadline of submission of the Individual Performance Commitment and Review (IPCR)- and Performance Evaluation System (PES)-related documents as indicated below:

1) IPCR/PES ratings for 1st semester (January to June) 2024

Hard copy of the rated and signed IPCR/PES forms must be submitted to the Human Resource Development Office (HRDO)

Electronic copies (in PDF) must be uploaded to the assigned drive of the unit using this filename format: IPCR Rating 2024 1st Sem of Last name, First name MI.pdf

Deadline of submission is **on or before 31 July 2024** (Wednesday)

2) IPCR/PES targets for 2nd semester (July to December) 2024

Hard copy of the signed IPCR/PES forms must be submitted to the HRDO

Electronic copies of the forms (in PDF) must be uploaded to the assigned drive of the unit using this filename format: IPCR Target 2024 1st Sem of Last name, First name MI.pdf

Deadline of submission is **on or before 15 July 2024** (Monday)

3) Summary list of IPCR/PES ratings 2024 1st Sem (January to June 2024)

Electronic copy of the accomplished summary list, in Excel format, must be submitted to the HRDO **on or before 31 July 2024** using this filename format: Summary List of IPCR/PES Ratings 2024 1st Sem of Name of College/Unit.xlsx

The template for the summary list is available through this link: [Summary List of IPCR/PES Ratings 2024 1st Sem template](#)

The IPCR/PES forms are available for download in the HRDO website: <https://hrdo.upm.edu.ph/forms>. The HRDO shall email your respective administrative officers, executive assistants, and/or designated staff the link to the shared drive folder where the required forms are to be uploaded.

In addition, 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 Performance Management Team (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 from 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.

If you have questions/clarifications, please contact the HRDO at upm-hrdo@up.edu.ph or at 8814-1227 to 1229.

For your information, guidance, and strict compliance.


Dr. Michael L. Tee
Professor and Chancellor 