



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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07 January 2025

MEMORANDRUM NO. CMLT-2025-001

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

ATTENTION : All Administrative Officers/Executive Assistants/Designated Staff

SUBJECT : **Submission of IPCR/PES targets for 1st semester of 2025, ratings for 2nd semester of 2024, and summary list of IPCR/PES ratings for 2nd semester of 2024 per unit/college**

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

1. IPCR/PES targets for 1st semester (January to June) 2025

- **Hard copy** of the signed IPCR/PES forms must be submitted to the HRDO
- **Electronic copies** of the forms (in PDF) must be submitted through this link: <https://bit.ly/upmipcrpessubmission> using this filename format: IPCR Target 2025 1st Sem of Last Name, First Name MI.pdf
- Deadline for submission is **on or before 15 January 2025**

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

- **Hard copy** of the rated and signed IPCR/PES forms must be submitted to the HRDO
- **Electronic copies** (in PDF) must be submitted through this link: <https://bit.ly/upmipcrpessubmission> using this filename format: IPCR Rating 2024 2nd Sem of Last Name, First Name MI.pdf
- Deadline for submission is **on or before 31 January 2025**

3. Summary list of IPCR/PES ratings for 2nd semester (July to December) 2024

- Electronic copy of the accomplished summary list, in **EXCEL** format, must be accomplished by the AOs and submitted through this link: <https://bit.ly/upmipcrpessubmission> **on or before 31 January 2025** using this filename format: Summary List of IPCR/PES Ratings 2024 2nd 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