



19 January 2026

MEMORANDUM NO. CMLT-2026-003

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

ATTENTION : All Administrative Officers/Immediate Supervisors

SUBJECT : **Submission of IPCR/PES targets for 1st semester of FY 2026 via PUSO, and IPCR/PES ratings and summary list per college/unit for 2nd semester of FY 2025**

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) of FY 2026 via PUSO

- All concerned administrative personnel and REPS performing administrative functions are instructed to encode their IPCR Targets for the 1st semester (January to June) of FY 2026 via the Personnel Unified Systems Outlook (PUSO) system.
- Log-in using your @up.edu.ph account and select the Admin Personnel role/access under the IPCR Target module.
- Follow the step-by-step guide discussed during the Zoom orientation held on 09 January 2026. The [IPCR Guide](#) and [video recording](#) of the orientation are available on the [HRDO website](#) or through the HRDO LMS ([Submission of Performance Target and Evaluation](#)).
- An accomplished [Individual Development Plan \(IDP\)](#) for FY 2026 is required in submitting your IPCR Target.
- REPS using the [PES tool](#) shall submit electronic copies (in PDF) through this [LINK](#) using the filename format:
 - o PES Target 2026 1st Sem of Last name, First name MI.pdf
- The deadline for submission is Friday, **30 January 2026, 5:00 PM. No manually filled-out forms will be accepted.**

2. IPCR/PES Ratings for 2nd semester (July to December) of FY 2025

- Hard copy of the rated and signed IPCR/PES forms must be submitted to the Human Resource Development Office (HRDO) not later than **Friday, 30 January 2026, 5:00 PM.**
- Electronic copies (in PDF) must be submitted through this [LINK](#) using this filename format: IPCR Rating 2025 2nd Sem of Last name, First name MI.pdf

3. Summary List of IPCR/PES Ratings 2nd semester (July to December) of FY 2025

- An electronic copy of the accomplished summary list, in **EXCEL** format, must be completed by the Administrative Officers or designated staff and submitted through this **LINK** on or before **30 January 2026** using this filename format:

Summary List of IPCR/PES Ratings 2025 2nd Sem of Name of College/Unit.xlsx

- The template for the summary list is downloadable through this link: [Summary List of IPCR/PES Ratings 2025 2nd Sem template](#)

The [IPCR/PES](#) forms are available for download on the HRDO website.

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 IPCR forms to the HRDO within the specified dates shall be grounds for:

- a. Employees' disqualification from performance-based personnel actions, which would require a rating for the given period, such as promotion, training, or scholarship grants, and performance enhancement bonuses, if the failure to submit the report form is the employee's fault.
- 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.

For 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 