



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration

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07 January 2020

MEMORANDUM NO. 2

Series 2020

**T O: All Vice-Chancellors, Deans, Directors,
Department Chairs and Unit Heads**

**SUBJECT: Submission of OPCR/IPCR Targets for the period
January to June 2020 and OPCR/IPCR Ratings
for the period July to December 2019**

In compliance with RA 11032 also known as the “Ease of Doing Business and Efficient Government Service Delivery”, each unit/office is required to submit the following to HRDO:

1. One (1) hardcopy of IPCR Ratings/Targets
2. Two (2) hardcopies of Summary List per unit/office
3. Softcopy (excel file) of list of IPCR Ratings/Targets to <https://forms.gle/pCQpkX1srqxGg1A>

Unit’s administrative personnel in-charge of preparing and submitting both softcopy and hardcopy of IPCR Ratings/Targets must make sure that data on the soft copy are exactly the same on the submitted hard copy of IPCRs and Summary List. Each unit/office should also be reminded of the following:

1. Submission of **OPCRs/IPCRs Ratings and Summary List** for the period January to June is every **31th of July** and for the period July to December is every **31th of January**. While submission of **OPCRs/IPCRs Targets and Summary List** for the period January to June is every **15th of January** and for the period July to December is every **15th of July**.
2. **Hardcopy of OPCR Ratings/Targets should be submitted to OVCPD** while the **softcopy and hardcopy of IPCR Ratings/Targets and Summary List should be submitted to HRDO**.
3. Performance Rating/Target Summary List should be duly assessed, reviewed and signed by the Unit’s Performance Management Team (PMT).
4. For those administrative personnel with Outstanding “O” Rating, Monthly Performance Output Report (MPOR) or Accomplishment Report must be attached.
5. Please do not forget to affix required signatures in the OPCR/IPCR forms.

Submission of soft copies must be done online via google form with the link provided in the email. Please follow the instructions below.

1. Go to <https://forms.gle/pCQpkX1srqxGx1A>
2. Download the template in Excel format.
3. Fill-out the template properly using the guide provided in the link.
4. Save your Ratings/Targets file.
5. Go to the link again and fill-in the details of the file submission.
6. Click "Add File" and upload your Ratings/Targets file.
7. Click "submit".

For compliance.



CRISANTO A. DORADO
Vice Chancellor

SAMPLE TEMPLATE OF PERFORMANCE TARGET/RATING

1) Performance Target

EMPNO	EMPNAME	DESIGNATION	RANK	REMARKS

Prepared by:

Recommended by PMT Members:

Approved by Head of Office:

2) Performance Rating

EMPNO	EMPNAME	DESIGNATION	RANK	NUMERICAL POINT	REMARKS

Prepared by:

Recommended by PMT Members:

Approved by Head of Office: