

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
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07 January 2021

MEMORANDUM NO. 03
Series 2021

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

SUBJECT: Submission of Summary Lists of OPCR/IPCR Targets for the period January to June 2021 and OPCR/IPCR Ratings for the period July to December 2020

In compliance with RA 11032 also known as the Ease of Doing Business and Efficient Government Service Delivery and in light of the COVID-19 pandemic, each unit/office is required to submit the following to HRDO online via Submission of Summary Lists of IPCR Ratings for July to December 2020 and IPCR Targets for January to June 2021 Google Form with link <https://forms.gle/PnjkRRmr9Wu9EueC6>.

SUBMISSION	DETAILS
1. Scanned copy of signed IPCR Ratings Summary List for the period July to December 2020 in PDF format	With original signatures of the following: <ul style="list-style-type: none">▪ Administrative Staff who prepared the list▪ PMT Members▪ PMT Chair
2. Soft copy of IPCR Ratings Summary List for the period July to December 2020 in Excel format	<ul style="list-style-type: none">▪ Raw Excel file with the same data as the scanned copy▪ No signature required
3. Scanned copy of signed IPCR Targets Summary List for the period January to June 2021 in PDF format	With original signatures of the following: <ul style="list-style-type: none">▪ Administrative Staff who prepared the list▪ PMT Members▪ PMT Chair
4. Soft copy of IPCR Targets Summary List for the period January to June 2021 in Excel format	<ul style="list-style-type: none">▪ Raw Excel file with the same data as the scanned copy▪ No signature required

Unit's Administrative Personnel in-charge of preparing and submitting both scanned copy and softcopy (Excel) of Summary List of IPCR Ratings/Targets must make sure that data are exactly the same on the submitted hard copy IPCR Ratings/Targets of their personnel. Each unit/office should also be reminded of the following:

- Schedule of Submissions


IPCR Ratings Summary List for the period July to December 2020	31 January 2021
IPCR Targets Summary List for the period January to June 2021	15 January 2021

- **Hardcopies** of signed **IPCR Ratings and Targets** and its **Summary Lists** should be **kept in their respective units**.
- **Scanned copy of OPCR Ratings/Targets** should be submitted to **OVC PD** via ovcpd.uplb@up.edu.ph
- As per CSC, UP System's performance rating scale are not in accordance with the prescribed ranges in CSC MC No. 13 s. 1999. Hence, we must adopt the performance rating scale enumerated below.

Adjectival Rating	Percent Range	Numerical Point Range	Numerical Rating
Outstanding	130% & above	5.00	5
Very Satisfactory	115%-129%	4.00-4.99	4
Satisfactory	100%-114%	3.00-3.99	3
Unsatisfactory	51%-99%	2.00-2.99	2
Poor	50% & below	1.00-1.99	1

- Performance Rating/Target Summary List should be duly assessed, reviewed and signed by Unit's Performance Management Team (PMT).
- For those administrative personnel with Outstanding "O" Rating, Monthly Performance Output Report (MPOR) or Accomplishment Report must be attached to their IPCR Rating hardcopy.
- Do not forget to affix required signatures in the OPCR/IPCR forms.
- Please follow the instructions below.
 1. Go to <https://forms.gle/PnjRRmr9Wu9EueC6>
 2. Download the template in Excel format.
 3. Fill-out the template properly using the guide provided in the link.
 4. When filling-out the template, please make sure that there are **NO punctuation marks** such as period (.) and comma (,).
 5. Save your IPCR Ratings/Targets file.
 6. Go to the link again and fill-in the details of the file submission.
 7. Click "Add File" and upload your IPCR Ratings/Targets file.
 8. Click "submit".

For compliance.


ROLANDO T. BELLO
 Vice Chancellor

SAMPLE TEMPLATE OF PERFORMANCE TARGET/RATING

1. Performance Target

Name of Office/Unit: _____

Name of Head of Office: _____

EMPNO	LAST NAME	FIRST NAME	SUFFIX (e.g. JR, III etc.)	MI (e.g. S)	DESIGNATION	RANK	SUPERVISOR (LAST NAME FIRST NAME MI)	REMARKS

Prepared by: _____
Name Over Printed Signature

Recommended by: _____
Name Over Printed Signature
of PMT Members

Approved by: _____
Name Over Printed Signature
of Office Head

2. Performance Rating

Name of Office/Unit: _____

Name of Head of Office: _____

OPCR NUMERICAL POINT:

EMPNO	LAST NAME	FIRST NAME	SUFFIX (e.g. JR, III etc.)	MI (e.g. S)	DESIGNATION	RANK	SUPERVISOR (LAST NAME FIRST NAME MI)	NUMERICAL POINT	REMARKS
Average Numerical Point								XXX	

Prepared by: _____
Name Over Printed Signature

Recommended by: _____
Name Over Printed Signature
of PMT Members

Approved by: _____
Name Over Printed Signature
of Office Head