



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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MEMORANDUM NO. 18

Series 2021

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

SUBJECT: Calibration of OPCR/IPCRs Targets for January-June 2021

In light of the COVID-19 pandemic situation in our country, all units and employees are instructed to calibrate their Organization Performance Commitment and Review (OPCR) Targets and Individual Performance Commitment and Review (IPCR) Targets for the period January-June 2021. Units are also asked to do mid-stream adjustments and/or amendments subject to meritorious conditions. Unit's Performance Management Teams should consider the limitations and other issues that affected operations and actual delivery of work outputs.

These necessary Target Adjustments and/or Amendments shall be prepared by units and employees within the rating period. Calibrated OPCR and IPCR shall be submitted to their respective units/offices and shall be reviewed and approved by their respective Unit PMT. These calibrated OPCR/IPCR Targets shall be used during the Performance Evaluation Period for January to June 2021.

Please be reminded to submit your OPCR/IPCR Target for January to June 2021 through UIS. Immediate supervisors should approve at once the submitted IPCRs of their subordinates.

For compliance.

ROLANDO T. BELLO
Vice Chancellor