



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

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01 July 2021

MEMORANDUM NO. 27

Series of 2021

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

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

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 online to HRDO the Summary Lists of IPCR ratings/IPCR Targets Google Form through the link: <https://forms.gle/PnjkRRmr9Wu9EueC6>.

As required by the Civil Service Commissions' Program to Institutionalize Meritocracy and Excellence in Human Resource Management (**PRIME-HRM**), PMT Minutes of Meetings for the target setting and appraisal shall also be submitted.

SUBMISSION	DETAILS
1. Scanned copy of signed IPCR Targets Summary List for the period July to December 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
2. Soft copy of IPCR Targets Summary List for the period July to December 2021 in Excel format	<ul style="list-style-type: none">• Excel file with the same data as the signed scanned copy• No signature required
3. Scanned copy of signed PMT Minutes of Meeting (Target Setting) in PDF format	With original signatures of the following: <ul style="list-style-type: none">• PMT Members• PMT Chair
4. Scanned copy of signed IPCR Ratings 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

5. Soft copy of IPCR Ratings Summary List for the period July to December 2020 in Excel format	<ul style="list-style-type: none"> • Excel file with the same data as the signed scanned copy • No signature required
6. Scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF format	With original signatures of the following: <ul style="list-style-type: none"> • PMT Members • PMT Chair

Unit's Administrative Personnel in-charge of preparing and submitting **both signed scanned copy and raw Excel file of Summary List of IPCR Ratings/Targets** must make sure that submitted data online are the same with IPCR Ratings/Targets' hard copies. Please take note of the following:

- **Schedule of Submissions**

IPCR Targets Summary List & PMT Minutes of Meeting	15 July 2021
IPCR Ratings Summary List & PMT Minutes of Meeting	31 July 2021

- **Two (2) hardcopies** of signed **IPCR Ratings and Targets** and its **Summary Lists** must be kept in their respective units.
- **Scanned copy of OPCR Ratings/Targets** must be submitted to **OVCPD** via ovcpd.uplb@up.edu.ph with email subject: OPCR Targets/Rating Unit's Name
- 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	1.01-1.99	1

- Performance Rating/Target Summary List must be duly assessed and reviewed by Unit's Performance Management Team (PMT) and documented using the attached PMT Minutes of Meeting template.
- 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/PnjkRRmr9Wu9EueC6>
 2. Download the templates: PMT Minutes of Meeting (MS Word) and Summary List (Excel)
 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
123456789	DELA CRUZ	JUAN		C	ADMINISTRATIVE AIDE	I	SALE IRENE A	

Prepared by: _____
Name Over Printed Signature

Recommended by: _____
Name Over Printed Signature
of PMT Members

Approved by: _____
Name Over Printed Signature
of Office Head

3. PMT Minutes of Meeting

**To be printed on unit's letterhead*

PERFORMANCE MANAGEMENT TEAM			
Minutes of Meeting			
Target/Rating Period	Date	Time	Venue
ATTENDEES			
NAME	DESIGNATION	SIGNATURE	REMARKS
1.	Head of Unit, PMT Chair		
2.	Designation, PMT Member		
3.	Designation, PMT Member		
4.	Designation, PMT Secretary		

Agenda:
IPCR Targets/Ratings

1. Dela Cruz Juan C - Administrative Aide II	
MATTERS	PMT ACTION/RESOLUTION
2. Dela Cruz Juana B - Administrative Aide II	
MATTERS	PMT ACTION/RESOLUTION

Prepared by:

Attested by:

JUANA B. DELA CRUZ
Administrative Aide II & PMT Secretary

NAME OF UNIT HEAD
Designation & PMT Chair