



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

NOV 28 2022

MEMORANDUM

SUBMISSION OF INDIVIDUAL AND OFFICE PERFORMANCE COMMITMENT AND REVIEW (IPCR AND OPCR) FOR THE PERIOD JUNE 1, 2022 TO NOVEMBER 30, 2022, RECOMMENDATION FOR RENEWAL OF APPOINTMENTS & OTHER PERTINENT DOCUMENTS

TO: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary & Secondary School Principals / Officer-In-Charge
Administrative Officer V
All Others Concerned

1. Attached is a Memorandum from Elizabeth A. Gaviola, Acting Head of City Human Resources Management Department dated November 17, 2022, on the above-captioned activity contents which are self-explanatory for the information and guidance of all concerned.
2. All city paid employees are enjoined to submit the documents indicated in the memorandum not later than December 6, 2022 to CHRMD office.
3. All forms can be accessed from this link: <https://tinyurl.com/hrspms>.
4. For immediate, wide dissemination and compliance of this memorandum is desired.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEE APPOINTMENT REVIEW

MMP/NAV/DM – SUBMISSION OF INDIVIDUAL AND OFFICE PERFORMANCE COMMITMENT AND REVIEW (IPCR AND OPCR)
FOR THE PERIOD OF JUNE 1, 2022 TO NOVEMBER 30, 2022, RECOMMENDATION FOR RENEWAL OF APPOINTMENTS AND OTHER
PERTINENT DOCUMENTS

410 / NOVEMBER 21, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

(02) 8805 - 9935, (02) 8805 - 9940

sdo.muntinlupa@gmail.com



410 112403



Republic of the Philippines
City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



MEMORANDUM

TO : ALL HEADS OF DEPARTMENTS AND OFFICES OF THE CITY GOVERNMENT
INCLUDING SCHOOLS AND NATIONAL OFFICES WITH CITY PAID EMPLOYEES

DATE : 17 NOVEMBER 2022

SUBJECT : SUBMISSION OF INDIVIDUAL AND OFFICE PERFORMANCE COMMITMENT AND REVIEW
(IPCR AND OPCR) FOR THE PERIOD JUNE 1, 2022 TO NOVEMBER 30, 2022,
RECOMMENDATION FOR RENEWAL OF APPOINTMENTS & OTHER PERTINENT DOCUMENTS

In compliance with the CSC-approved Strategic Performance Management System (SPMS) of the City Government of Muntinlupa, all heads of offices in the City Government, including schools and national offices with city paid employees, are directed to submit the following documents on or before **December 6, 2022 (Tuesday)**:

- 1 photocopy of the fully accomplished OPCR with receipt stamp of the City Planning and Development Office (CPDO). The original OPCR must be submitted to the CPDO (For City Government Offices only);
- 1 original and fully accomplished IPCR placed in a properly labeled folder and arranged alphabetically per employment status;
- 2 original IPCR Transmittal Form with average performance rating of employees which must be equivalent to or not higher than the OPCR;
- 2 original Recommendation for the Renewal of Appointments from January 1, 2023 to June 30, 2023;
- 1 photocopy of coaching journal, meeting minutes, and other coaching and monitoring tools used during the rating period (if applicable).

Attached are pertinent documents/templates for your reference which can also be accessed from this link:
<https://tinyurl.com/hrspms>.

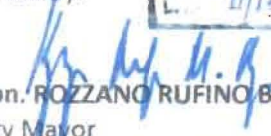
Please be reminded to secure your copy of the abovementioned documents prior to submission and ensure that all your employees have their copy of the IPCR. Should you have employees you would like to recommend for end of contract on December 31, 2022, please submit a letter of justification and attached documents you think are relevant.

We would like to reiterate that anyone who failed to comply or submit the performance rating shall be administratively sanctioned for violation of reasonable office rules and regulations, simple neglect of duty, and employees' disqualification for performance-based personnel actions in accordance with CSC rules and regulations.

For your information and strict compliance.


ELIZABETH A. GAVIOLA
Acting Head

Noted by:


Hon. ROZZANO RUFINO B. BIAZON
City Mayor



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001

YAN ANG TAMA YAN ANG MUNTINLUPA!

City Hall of Muntinlupa, Victoria Road, Putatan, Muntinlupa City, Philippines. Telefax: (02) 659-1422
Toll-free: 882-3525/214 Loc. 154, 155, 154, 152, 151, 153 Email: munt.personnel@gmail.com/personnel egmunt@yahoo.com.ph

I, _____ (Name of Employee) _____ (Position) _____ of the _____ (Division/Unit/Section) _____ Division/Unit of the _____ (Department) _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period **June 1, 2022 to November 30, 2022**.

RATING SCALE	5 - Outstanding
	4 - Very Satisfactory
	3 - Satisfactory
	2 - Unsatisfactory
	1 - Poor

Signature _____

Date _____

Reviewed by:		Date	Approved by:		Date		
Immediate Supervisor		Head of Department/Office					
MAJOR FINAL OUTPUT	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating				Remarks
			Q^1	E^2	T^3	A^4	
			5- 3- 1-	5- <u>3</u> - 1-	5- <u>3</u> - 1-	3.66	
Total Overall Rating							
Final Average Rating							
Adjectival Rating							

Comments and Recommendations for Development Purposes

Discussed with:	Date	Assessed by:	Date	Final Rating by:	Date
		I certify that I discussed my assessment of the performance with the employee			
Employee		Supervisor		Head of Department/Office	

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average

- Must be originally signed by the concerned employee, immediate supervisor and head of office;
- Please make sure all dates and signatures are complete;
- Ratings must be encircled, i.e.
- Please ensure all your employees have their copy of the fully accomplished IPCR before submitting to our office;
- Employees recommended for end of contract, if any, should still have a fully accomplished IPCR;

CITY GOVERNMENT OF MUNTINLUPA
Strategic Performance Management System
OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

I, _____, Head of the _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period June 1, 2022 to November 30, 2022.

RATING SCALE	5 – Outstanding
	4 – Very Satisfactory
	3 – Satisfactory
	2 – Unsatisfactory
	1 – Poor

Signature

Date _____

Recommending Approval:	Date	Approved by:	Date
Immediate Supervisor		Hon. ROZZANO RUFINO B. BIAZON City Mayor	

MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division /Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
					5- 3- 1-	5- <u>3-</u> 1-	5- <u>3-</u> 1-	3.66	
								Total Overall Rating	
								Final Average Rating	
								Adjectival Rating	

Assessed by:		Reviewed by:		Final Rating by:	Date
<u>ALVIN F. VERON</u> City Planning & Development Officer	DATE	<u>Engr. ALLAN A. CACHUELA</u> PMT Chairperson	DATE	<u>Hon. ROZZANO RUFINO B. BIAZON</u> City Mayor	DATE

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

Note:

- Please ensure that all signatures and dates are complete;
- Original copy of the OPCR must be submitted to the CPDO;
- Only the photocopy of the OPCR with stamp receipt of the CPDO shall be submitted to the CHRMD;
- Ratings must be encircled, i.e.
- Please make sure that your office has its own original copy of the fully

IPCR TRANSMITTAL FORM

Name of Department/Office: _____

IPCR Period Covered: **June 1, 2022 to November 30, 2022**

Permanent Employees:

No.	Name	Position	Adjectival Rating	Final Ave. Rating
1			Very Satisfactory	4.22
2				
3				

Casual Employees:

No.	Name	Position	Adjectival Rating	Final Ave. Rating
1				
2				
3				

Contract of Service:

No.	Name	Position	Adjectival Rating	Final Ave. Rating
1				
2				
3				

Average Performance Rating (IPCR) _____

Head of Office/Department

Note:

- IPCRs should be placed in a properly labeled folder and arranged alphabetically per employment status;
- The final average rating should be in 2 decimal places and do not round off;
- Please ensure that the average performance rating (IPCR) of employees is **equivalent to or not higher than** the OPCR;
- The OPCR is not included in the computation of the average IPCR;
- The final ave. rating in the transmittal and final ave. rating in the IPCR **must be the same**;
- Employees recommended for end of contract, if any, should still have a fully accomplished IPCR and must be included in the transmittal;
- Employees with no accomplishment for the period covering June 1, 2022 to November 30, 2022, due to absences, shall be still be included in the transmittal list with a note, "No IPCR due to absences from (date) to (date)."

SAMPLE RECOMMENDATION LETTER:

December 6, 2022

Elizabeth A. Gaviola

Acting Head

City Human Resources Management Department

City Government of Muntinlupa

Dear Ms. Gaviola,

This is to recommend the following personnel under the (name of office) for the **renewal of appointment from January 1, 2023 to June 30, 2023**, to wit:

Casual Employees:

1. Last Name, First Name MI
- 2.
- 3.
- 4.

Contract of Service:

1. Last Name, First Name MI
- 2.
- 3.
- 4.

Job Order:

1. Last Name, First Name MI
- 2.
- 3.
- 4.

Please acknowledge receipt hereof.

Very truly yours,

(Signature over printed name)

Head of Office



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA

COACHING JOURNAL

Division: _____

Office/Department: _____

Date of Coaching Session: _____

One-on-one Coaching: ☐

Team Coaching: ☐

DESCRIPTION	PARTICULARS	REMARKS
1. Goals (What is your goal? What do you want to achieve this session?)		
2. Realities (What is happening now? Explore the current situation.)		
3. Options (What are possible options? Identify and evaluate possible options.)		
4. Will/Way Forward (Define what will be doing and by when.)		

Name of the Coachee

Name of the Coach

Date

SAMPLE LETTER OF SUBMISSION:

December 6, 2022

Elizabeth A. Gaviola

Acting Head

City Human Resources Management Department

City Government of Muntinlupa

Dear Ms. Gaviola,

Submitting herewith the following documents in compliance to the memo issued by your office:

- 1 photocopy of the fully accomplished **Office Performance Commitment and Review (OPCR)** for the period June 1, 2022 to November 30, 2022 with receipt stamp of the City Planning and Development Office;
- 1 original and fully accomplished **Individual Performance Commitment and Review (IPCR)** of all employees for the period June 1, 2022 to November 30, 2022;
- 2 original **IPCR Transmittal Forms with average IPCR rating** of employees equivalent to or not higher than the Office Performance Rating;
- 2 original **recommendation for the renewal of appointments** from January 1, 2023 to June 30, 2023;
- 1 photocopy of coaching journal, meeting minutes, and other coaching and monitoring tools used during the rating period; and
- 1 original **justification letter for employees recommended for end of contract** effective December 31, 2022

Please acknowledge receipt hereof.

Very truly yours,

(Signature over printed name)

Head of Office