



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 29 2023

MEMORANDUM

**SUBMISSION OF INDIVIDUAL AND OFFICE PERFORMANCE COMMITMENT AND
REVIEW (IPCR AND OPCR) FOR THE PERIOD DECEMBER 1, 2022 TO MAY 31,
2023, RECOMMENDATION FOR THE 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 Ms. Elizabeth A. Gaviola, Acting Head of City Human Resources Management Department dated May 10, 2023, on the above-captioned title 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 June 8, 2023, to Ms. Noemi A. Valdez, Administrative Officer V, for consolidation.
3. All forms can be accessed through this link: <https://tinyurl.com/hrspms>.
4. For immediate and strict compliance of all concerned.


EVANGELINE P. LADINES, 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 DECEMBER 1, 2022 TO MAY 31, 2023, RECOMMENDATION FOR THE RENEWAL OF APPOINTMENTS AND
OTHER PERTINENT DOCUMENTS

171 / MAY 22, 2023

UN-2023-171



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 8805 - 9935, (02) 8805 - 9940
 sdo.muntinlupa@gmail.com



417700

1048



Republic of the Philippines

City Government of Muntinlupa
CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT

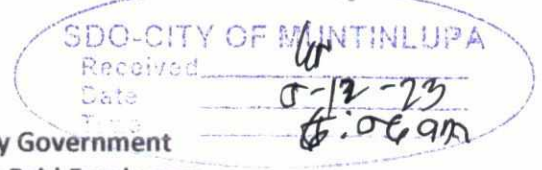


Memo

TO : All Heads of Departments and Offices of the City Government
Including Schools and National Offices with City Paid Employees

DATE : 10 May 2023

SUBJECT : Submission of Individual and Office Performance Commitment and Review (IPCR AND OPCR)
for the period December 1, 2022 to May 31, 2023, Recommendation for the Renewal of
Appointments & Other Pertinent Documents



All are enjoined to submit the following documents in compliance with the CSC-approved Strategic Performance Management System (SPMS) of the City Government of Muntinlupa **on or before June 13, 2023:**

- 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 Forms 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 July 1, 2023 to December 31, 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>.

Further, all offices are reminded to secure your copy of the abovementioned documents prior to submission and ensure that all your employees have their copy of the IPCR. Submission of incomplete documents or IPCR shall not be accepted.

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 the information and strict compliance of all concerned.

ELIZABETH A. GAVIOLA
CHRM, Acting Head

Noted by:

Hon. ROZZANO RUFINO B. BIAZON
City Mayor

CENTRAL RECORDS OFFICE
RECEIVED
BY: **ROAN MORALES**
DATE: **5/11/2023** TIME: **4:15**

SAMPLE RECOMMENDATION LETTER

June 5, 2023

Elizabeth A. Gaviola

Acting Head

City Human Resources Management Department

City Government of Muntinlupa

Dear Ms. Gaviola,

This is to submit my recommendation for the **RENEWAL OF APPOINTMENT** of personnel under the (name of office) **from July 1, 2023 to December 31, 2023**.

Attached are the following documents:

- a. 1 photocopy of fully accomplished OPCR for the period December 1, 2022 to May 31, 2023 with receipt stamp of the City Planning and Development Office *(if applicable)*;
- b. 1 original and fully accomplished IPCR of all employees for the period December 1, 2022 to May 31, 2023;
- c. 2 original IPCR Transmittal Forms with average performance rating of all employees; and
- d. 1 photocopy of coaching forms, meeting minutes, and other documents *(if applicable)*;

Please acknowledge receipt hereof.

Very truly yours,

(Signature over printed name)

Head of Office

IPCR TRANSMITTAL FORM

Name of Department/Office: _____

IPCR Period Covered: **December 1, 2022 to May 31, 2023**

Permanent Employees:

No.	Name	Position	Adjectival Rating	Final Ave. Rating
1		<i>Sample:</i>	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) _____

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 December 1, 2022 to May 31, 2023, due to absences/leaves, shall be still be included in the transmittal list with a note, "No IPCR due to absences from (date) to (date)."

Head of

Office/Department

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

Note:

- 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

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

Signature _____

Date _____

Reviewed by:

Date _____

Approved by:

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- 3- 1-	5- 3- 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

CITY GOVERNMENT OF MUNTINLUPA
Strategic Performance Management System

I, _____, Head of the _____, commit to deliver and agree to be rated on the attainment
the indicated measures for the period **December 1, 2022 to May 31, 2023.**

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

Signature _____

Date _____

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

Recommending Approval:	Date	Approved by:	has its own original copy of the fully
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- 3- 1-	5- 3- 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



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?)		Note: COACHING JOURNAL / MEETING MINUTES / OTHER COACHING & MONITORING • Required for employees with performance rating of Unsatisfactory
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