



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

DEC 04 2023

MEMORANDUM

SUBMISSION OF INDIVIDUAL AND OFFICE PERFORMANCE COMMITMENT AND REVIEW (IPCR AND OPCR) FOR THE PERIOD JUNE 1, 2023 TO NOVEMBER 30, 2023, RECOMMENDATION FOR THE RENEWAL OF APPOINTMENTS & OTHER PERTINENT DOCUMENTS

TO: OIC- Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation 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 November 22, 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 December 5, 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 JUNE 1, 2023 TO NOVEMBER 30, 2023, RECOMMENDATION FOR THE RENEWAL OF APPOINTMENTS AND OTHER PERTINENT DOCUMENTS

401 / NOVEMBER 29, 2023

UN-2023-401

51-2023-588

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



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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 : 22 November 2023

SUBJECT : Submission of Individual and Office Performance Commitment and Review (IPCR AND OPCR)
for the period June 1, 2023 to November 30, 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 December 7, 2023:**

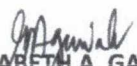
- 1 photocopy of the fully accomplished OPCR with receipt stamp of the City Planning and Development Office (CPDO). The original OPCR must be submitted to the CPDO (For City Government Offices only);
- 1 original and fully accomplished IPCR placed in a properly labeled folder and arranged alphabetically 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 January 1, 2024 to June 30, 2024;
- 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>.

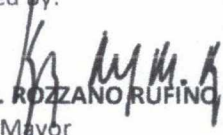
Further, all offices are reminded to secure your copy of the abovementioned documents prior to submission and ensure that all your employees have their copy of the IPCR. Submission of incomplete documents or IPCR shall not be accepted.

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
CHRMD, Acting Head

Noted by:


Hon. ROZZANO RUFINO B. BIAZON
City Mayor

