



Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

**MEMORANDUM**

**SUBMISSION OF INDIVIDUAL AND OFFICE PERFORMANCE COMMITMENT AND  
REVIEW (IPCR AND OPCR) FOR THE PERIOD DECEMBER 1, 2023 TO MAY 31, 2024  
RECOMMENDATION FOR THE RENEWAL OF APPOINTMENTS & OTHER  
PERTINENT DOCUMENTS**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisor, CID  
Education Program Supervisor, SGOD  
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 9, 2024, 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 3, 2024, 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.

  
**VIOLETA M. GONZALES, CESO VI**  
Assistant 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, 2023 TO MAY 31, 2024, RECOMMENDATION FOR THE RENEWAL OF APPOINTMENTS AND  
OTHER PERTINENT DOCUMENTS

160 / MAY 14, 2024

2024-769

UN-160-2024



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 Philippine

# City Government of Muntinlupa

CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT



RECEIVED BY:

**EVELYN N. DINGAL**  
Admin Officer II - Records Unit

Date: 5-13-24 8:40a

## Memo

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

**DATE :** 9 May 2024

**SUBJECT :** Submission of Individual and Office Performance Commitment and Review (IPCR AND OPCR) for the period *December 1, 2023 to May 31, 2024*, Recommendation for the Renewal of Appointments & Other Pertinent Documents

In accordance with the guidelines of our CSC-approved Strategic Performance Management System (SPMS), all employees and offices of the City Government are hereby required to submit the following on or before **June 7, 2024 (Friday)**:

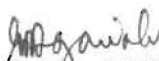
SPMS Forms	No. of Copies
Fully accomplished OPCR with receipt stamp of the City Planning and Development Office (CPDO) <i>(For City Government Offices only)</i>	1 Photocopy
Fully accomplished IPCR placed in a properly labeled folder and arranged alphabetically per employment status	1 original
IPCR Transmittal Forms with average performance rating of all employees which must be equivalent to or not higher than the OPCR;	2 original
Recommendation for the Renewal of Appointments from July 1, 2024 to December 31, 2024	2 original
Coaching journal, meeting minutes, and other coaching and monitoring tools used during the rating period <i>(if applicable)</i>	1 photocopy

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 above-mentioned before submission and ensure that all your employees have their copy of their IPCR. Submission of incomplete documents shall not be accepted.


Anyone who fails to comply or submit a performance rating shall be administratively sanctioned for violation of reasonable office rules and regulations, simple neglect of duty, and disqualification of employees for performance-based personnel actions per CSC rules and regulations.

For strict compliance.

  
**ELIZABETH A. GAVIOLA**  
CHRMD, Acting Head

Noted by:

  
**Hon. ROZANO RUPINO B. BIAZON**  
City Mayor

  
5-10-24 10:51 am





## IPCR TRANSMITTAL FORM

Name of Department/Office: \_\_\_\_\_

IPCR Period Covered: **December 1, 2023 to May 31, 2024**

**Permanent Employees:**

No.	Name	Position	Adjectival Rating	Final Ave. Rating
1		Sample	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)** \_\_\_\_\_

**REMINDER!!**

- 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 together with a **justification letter**;
- Employees with no performance rating for the period covered, 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)."
- Submit in 2 original copies

\_\_\_\_\_  
Head of Office/Department

**SAMPLE RECOMMENDATION LETTER:**

June 5, 2024

**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 the following personnel under the (name of office) **from July 1, 2024 to December 31, 2024:**

List of recommended personnel:

- 1.
- 2.
- 3.

Please acknowledge receipt hereof.

Very truly yours,

*(Signature over printed name)*

Head of Office

Contact Person:

Telephone/CP Number:



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.)		

**Note:**

**COACHING JOURNAL / MEETING MINUTES / OTHER COACHING & MONITORING**

• Required for employees with performance rating of **Unsatisfactory**

\_\_\_\_\_  
Name of the Coachee

\_\_\_\_\_  
Name of the Coach

\_\_\_\_\_  
Date