



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 20 2025

MEMORANDUM

**SUBMISSION OF RATED IPCR AND OPCR FOR THE PERIOD OF DECEMBER 1,
2024 TO MAY 31, 2025, RECOMMENDATION FOR THE RENEWAL OF
CONTRACTS AND OTHER PERTINENT DOCUMENTS**

TO: OIC-Assistant Schools Division Superintendent
Chief-Education Supervisor (CID)
OIC-Chief Education Supervisor (SGOD)
Administrative Officer V
Public Schools District Supervisor
Education Program Supervisors
Elementary and Secondary School Heads
Officers-in-Charge
Teaching and Non-Teaching Personnel
All Others Concerned

1. Attached is a Memorandum from Atty. Genesi M. Santiago, CHRMD, Acting Head of City Human Resources Management Department dated May 14, 2025, on the above-captioned title contents which are self-explanatory for the information and guidance of all concerned.
2. All heads of offices including national offices and schools with city paid personnel are enjoined to submit the documents attached in this memorandum to CHRMD on or before **June 9, 2025 (Monday)**.
3. All forms can be accessed through this link: <https://tinyurl.com/hrspms>.
4. For immediate and strict compliance of all concerned.

For:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

By:

Yaledeglar C. Maligaya
YALEDEGLER C. MALIGAYA 5/24/25

Public Schools District Supervisor
Officer-in-Charge

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**

Under the following subjects:

EMPLOYEE APPOINTMENT REVIEW

YCM/DM- SUBMISSION OF RATED IPCR AND OPCR FOR THE PERIOD OF DECEMBER 1, 2024 TO MAY 31, 2025, RECOMMENDATION FOR THE RENEWAL OF CONTRACTS AND OTHER PERTINENT DOCUMENTS

216 / May 20, 2025



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



Memo No. 2025-014

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

DATE : May 14, 2025

SUBJECT : Submission of Rated IPCR and OPCR for the period *December 1, 2024 to May 31, 2025*, Recommendation for the Renewal of Contracts & Other Pertinent Documents

All heads of offices including national offices and schools with city paid personnel are enjoined to submit the following documents to the CHRMD on or before **June 9, 2025 (Monday)**:

No.	SPMS Forms	Concerned Personnel	No. of Copies
1.	Duly accomplished OPCR with receipt stamp of the City Planning and Development Office (CPDO). <i>Please be reminded of the attached memo issued by the Performance Management Team with respect to the OPCR weight computation.</i>	Heads of City Government Offices	1 Photocopy
2.	Duly accomplished IPCR placed in a properly labeled folder and arranged alphabetically per employment status	All permanent and Casual employees	1 original copy
3.	IPCR Transmittal Forms with average performance rating of all employees which must be equivalent to or not higher than the OPCR.		2 original copies
4.	Coaching journal, meeting minutes, and other coaching and monitoring tools used during the rating period (<i>if applicable</i>)		1 photocopy
5.	Recommendation for: (a) renewal of contracts <i>from July 1, 2025 to December 31, 2025</i> , in alphabetical order per employment status; (b) end of contract effective June 30, 2025, if any, with attached justification letter	All Casual, Contract of Service & Job Order	2 original copies

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

Please note that each of your employee must have a copy of his/her rated IPCR before submitting it to our office. Also, offices with incomplete documents/IPCR shall not be accepted.

Be reminded that 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 your information and strict compliance.

Atty. GENESI M. SANTIAGO
CHRMD, Acting Head

Noted by:

Engr. ALLAN R. CACHUELA
City Administrator

cc: Mayor Rozzano Rufino B. Biazon



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Performance Management Team

MEMORANDUM

TO: ALL HEADS OF CITY GOVERNMENT DEPARTMENTS/OFFICES

FROM: ENGR. ALLAN A. CACHUELA
CITY ADMINISTRATOR / PMT CHAIRPERSON

DATE: OCTOBER 31, 2024

SUBJECT: UPDATED OFFICE PERFORMANCE AND COMMITMENT REVIEW (OPCR) RATING
COMPUTATION BEGINNING F.Y. 2025

Good day!

Pursuant to the **Performance Management Team (PMT) Resolution No. 10, Series of 2024** on its meeting last August 22, 2024, this memorandum serves to outline the **updated Office Performance Commitment and Review (OPCR) computation for all departments and offices beginning F.Y. 2025 OPCR target-setting**. These adjustments reflect our efforts to align performance evaluations with the strategic goals of the City Government of Muntinlupa (CGM) effectively. The aforementioned PMT resolution is attached in this memorandum for reference.

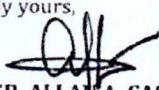
Please take note of the following **weight computation depending on your office type** as revenue and non-generating units as discussed in the SPMS Re-Orientation Course attended by your Administrative Officers conducted on October 29, 2024. For revenue generating offices, the approved target income in the submission of 2025 OPCR targets shall be strictly included.

OFFICE TYPE	WEIGHT COMPUTATION
Revenue Generating	Main Functions/Operations (MFO): 60% Revenue Target Attainment: 20% Support to Operations: 20%
Non-Revenue Generating	Main Functions/Operations: 70% Support to Operations: 30%

Should you have any queries, please contact the PMT Secretariat at telephone number **8862-8065 loc 3011** and look for **Mr. Rian Paul Gabriel C. Grutas** and **Ms. Pamela Gianne A. De Guia**.

For strict compliance.

Truly yours,


ENGR. ALLAN A. CACHUELA
City Administrator / PMT Chairperson

City Hall of Muntinlupa
2nd Floor Annex Bldg.
National Road, Barangay Putatan, Muntinlupa City

Telephone Number: (02) 8862-8065
Email address: cpdomuntinlupa@gmail.com
Website: www.muntinlupacity.gov.ph

11/20/2024 1:41

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 **DECEMBER 1, 2024 to MAY 31, 2025.**

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	
<div>REMINDERS!!</div> <ul style="list-style-type: none">• Please ensure that all signatures and dates are complete;• Original copy of the duly accomplished OPCR must be submitted to the City Planning & Development Office (CPDO);• Another original copy must be retained to your office;• Only the photocopy of the OPCR with stamp receipt of the CPDO shall be submitted to the CHRMD;• Ratings must be encircled;• <i>Please note the attached copy of memo issued by the PMT as regards to the weight computation</i>					5- 3- 1-	5- 3- 1-	5- 3- 1-	3.66	
					Total Overall Rating				
					Final Average Rating				
					Adjectival Rating				
Asses					Final Rating by:				Date

ALVIN F. VERON City Planning & Development Officer	DATE	Engr. ALLAN A. CACHUELA PMT Chairperson	DATE	Hon. ROZZANO RUFINO B. BIAZON City Mayor	DATE
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Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4 – Average

CITY GOVERNMENT OF MUNTINLUPA
Strategic Performance Management System

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

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 **DECEMBER 1, 2024 TO MAY 31, 2025**.

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	
REMINDERS: <ul style="list-style-type: none"> • Please ensure that all dates and signatures are complete; • Ratings must be encircled; • All employees must have a copy of their rated IPCR • Employees recommended for end of contract, if any, must still have a duly accomplished IPCR • The performance rating must be equivalent or not higher than the OPCR • The minimum appraisal period is at least 90 calendar days 			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

IPCR TRANSMITTAL FORM

Name of Department/Office: _____

IPCR Period Covered: **DECEMBER 1, 2024 TO MAY 31, 2025**

Permanent Employees:

No.	Name	Position	Adjectival Rating	Final Ave. Rating
1	<i>Dela Cruz, Juan R.</i>	<i>Administrative Assistant I</i>	<i>Very Satisfactory</i>	<i>4.22</i>
2				
3				

Casual Employees:

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

Average Performance Rating (IPCR) _____

Head of Office/Department

(Name and Signature)

REMINDERS!

- 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** (do not round off)
- Please ensure that the average IPCR of employees is **equivalent to or not higher than the OPCR** (for City Government Offices);
- Please ensure that the performance rating in the IPCR and in the transmittal form are the same;
- Employees recommended for end of contract, if any, must still have a duly accomplished IPCR, thus, must be included in the transmittal. A justification letter is also required to submit;
- Employees with no accomplishment for the rating period, due to absences/leaves, shall be still be included in the transmittal list with a note (ex. No IPCR due to Sick Leave from ____ TO ____)

(OFFICE LETTERHEAD)

June 9, 2025

Atty. GENESI M. SANTIAGO

Acting Head

City Human Resources Management Department

City Government of Muntinlupa

Dear Atty. Santiago,

Greetings!

This is to submit to your office my **recommendation** for the **RENEWAL OF CONTRACTS from July 1, 2025 to December 31, 2025** of the following personnel under the (NAME OF OFFICE):

Casual

- 1.
- 2.
- 3.
- 4.

Contract of Service

- 1.
- 2.
- 3.

Job Order

- 1.
- 2.
- 3.

Thank you.

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?)	<div style="border: 1px solid black; padding: 10px; background-color: #f9f9f9;"> <p>Note:</p> <p>OTHER COACHING AND MONITORING TOOLS AND TECHNIQUES (i.e. MEETING MINUTES) MAY BE USED</p> <ul style="list-style-type: none"> • Required for employees with Unsatisfactory performance rating </div>	
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



SDO Muntinlupa <sdo.muntinlupa@gmail.com>

SUBMISSION OF RATED IPCR AND OPCR FOR THE PERIOD DECEMBER 1, 2024 TO MAY 31, 2025, RECOMMENDATION FOR THE RENEWAL OF CONTRACTS AND OTHER PERTINENT DOCUMENTS

1 message

CENTRAL RECORDS OFFICE <recordsmgtooffice@gmail.com>
Bcc: sdo.muntinlupa@gmail.com

Mon, May 19, 2025 at 7:00 AM

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

Dear Ma'am/Sir:

Greetings!

For the information and strict compliance of all concerned, please see the memorandum attached hereto.

Moreover, pertinent documents/templates for your reference can also be accessed through this link: <https://tinyurl.com/hrspms>.

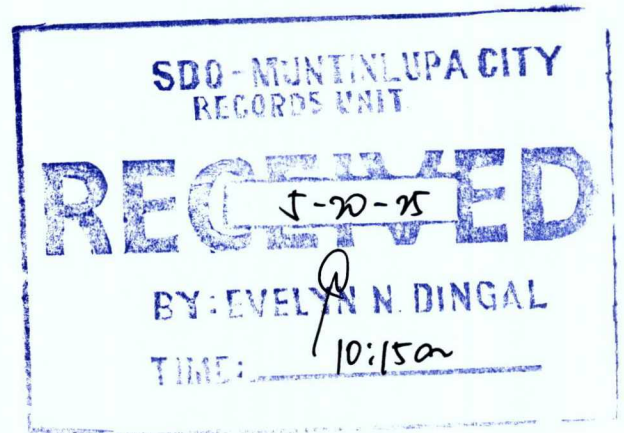
Thank you.

KINDLY ACKNOWLEDGE RECEIPT OF THIS EMAIL.**ERICA SILPEDES**

RECORDS OFFICER

CENTRAL RECORDS OFFICE

(02) 8800-6487

recordsmgtooffice@gmail.com | records@muntinlupacity.gov.ph

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