



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 DULY ACCOMPLISHED IPCRs AND OPCR (IF APPLICABLE) FOR  
THE PERIOD JUNE 1 TO NOVEMBER 30, 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Attached is Memorandum from Atty. Genesi M. Santiago, Acting Head, City Human Resources Management Department dated November 12, 2025, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please be guided that the deadline of submission will be on December 10, 2025.
3. For strict compliance and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
Reference: None  
To be indicated in the **Perpetual Index**  
Under the following subjects:

MB/NAV/DM – SUBMISSION OF DULY ACCOMPLISHED IPCRs AND OPCR (IF APPLICABLE) FOR THE PERIOD JUNE 1 TO  
NOVEMBER 30, 2025  
491 / November 20, 2025



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



**Memorandum No. 2025 - 030**

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

**DATE : November 12, 2025**

**SUBJECT : Submission of Duly Accomplished IPCRs and OPCR (if applicable) for the Period June 1 to November 30, 2025**

This is to inform all Heads of Offices, including Schools and National Government Offices with city-paid employees, of the submission of the **Individual Performance Commitment & Review (IPCR)** for the period covering **June 1 to November 30, 2025**.

In addition, City Department Heads/Acting Heads are enjoined to submit a photocopy of their duly accomplished **Office Performance Commitment and Review (OPCR)** with stamped receipt of the City Planning and Development Office (CPDO). Please take note of the previous memorandum issued by the CPDO regarding the weight computation of the OPCR.

As this performance evaluation is conducted semi-annually, all Heads of Offices are expected to observe proper procedures, documentation, and accurate and complete preparation of these reports. Employees who fail to comply shall be subject to administrative sanctions for violation of reasonable office rules and regulations, simple neglect of duty, and disqualification from performance-based personnel actions pursuant to Civil Service Commission rules and regulations.

Enclosed are pertinent templates and reference materials, which can also be accessed through this link: <https://tinyurl.com/hrspms>. **The deadline for submission is December 10, 2025.**

For your information, guidance, and strict compliance.

**Atty. GENESI M. SANTIAGO**  
CHRMD, Acting Head

Noted by:

**Engr. ALLAN A. CACHUELA**  
City Administrator

cc: Mayor Rozzano Rufino B. Biazon

CITY HUMAN RESOURCES MANAGEMENT DEPARTMENT  
RECEIVED  
DATE: 11/12/25 9:42 am

## **FOR STRICT COMPLIANCE IN THE PREPARATION AND SUBMISSION OF IPCR, OPCR, AND RELATED DOCUMENTS**

To ensure uniformity, accuracy, and timeliness in the preparation and submission of the Individual Performance Commitment and Review (IPCR), Office Performance Commitment and Review (OPCR), and corresponding Transmittal Forms, all concerned offices are hereby directed to observe the following:

### **A. Preparation and Formatting**

- All forms must be fully accomplished, with complete dates and signatures of both employee and immediate supervisor.
- IPCRs must be placed in a properly labeled folder and arranged alphabetically per employment status.
- The final average rating shall be indicated in two (2) decimal places (do not round off).
- Ratings must be clearly encircled in the appropriate portion of the form.
- Ensure that the average IPCR rating of employees is equivalent to or not higher than the OPCR rating (for City Government Offices).

### **B. Submission Requirements**

- The original copy of the OPCR must be submitted to the City Planning and Development Office (CPDO) for acknowledgment.
- A photocopy of the OPCR bearing the CPDO-stamped receipt shall be submitted to the City Human Resource Management Division (CHRMD).
- Another original copy of the OPCR must be retained by the concerned office for record purposes.
- Ensure that the performance rating indicated in the IPCR and the transmittal form are identical.

### **C. Inclusion and Coverage**

- All employees must have a rated and duly signed IPCR, including those recommended for end-of-contract or non-renewal. Such employees must still be included in the transmittal, accompanied by a justification letter.
- Employees with no accomplishments for the rating period due to leave or prolonged absences shall still be included in the transmittal list with a note (e.g., “No IPCR due to Sick Leave from [date] to [date]”).
- The minimum appraisal period shall be at least 90 calendar days.

### **D. General Compliance**

- All offices are reminded to ensure accuracy, completeness, and consistency in all submitted forms.
- Submissions beyond the prescribed deadline or with incomplete documentation may result in administrative action in accordance with CSC rules and regulations.

(OFFICE LETTERHEAD)

**IPCR TRANSMITTAL FORM**

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

IPCR Period Covered: **JUNE 1 TO NOVEMBER 30, 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)



(PLEASE USE A LONG BOND PAPER (8.5" x 13"))

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 TO NOVEMBER 30, 2025**.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Recommending Approval:	Date	Approved by:	Date
Engr. ALLAN A. CACHUELA City Administrator		Hon. ROZZANO RUFINO B. BIAZON City Mayor	

MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division /Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q <sup>1</sup>	E <sup>2</sup>	T <sup>3</sup>	A <sup>4</sup>	
<i>(For income-generating offices)</i> <b>REVENUE GENERATION PROGRAM:</b>  Realization and Collection of Revenue Targets	100% of revenue targets collected efficiently during the prescribed period.					<i>(**For 1st Sem Rating)</i> 5 - 50% - 100% target revenue collected 3 - 30%-49.99% target revenue collected 1- 0-29.99% target revenue collected  <i>(**For 2nd Sem Rating)</i> 5 - 90% - 100% target revenue collected 3 - 60% - 89.99% target revenue collected 1- 0-59.99% target revenue collected			
					<b>Total Overall Rating</b>				
					<b>Final Average Rating</b>				
					<b>Adjectival Rating</b>				

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

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



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.

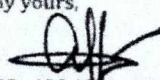
Please take note of the following **weight computation depending on your office type** as revenue and non-generating units as discussed in the SPMS Re-Orientation Course attended by your Administrative Officers conducted on October 29, 2024. For revenue generating offices, the approved target income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

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 11/20/2024 1:42

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 Website: www.muntinlupacity.gov.ph

