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CENTRAL LUZON STATE UNIVERSITY

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Office of the University President

MEMORANDUM NO.: 07-03-2020 (01)

TO: VPs, DEANS, DIRECTORS, HEADS OF OFFICES/UNITS

FROM: THE UNIVERSITY PRESIDENT

SUBJECT: SUBMISSION OF SPMS INDIVIDUAL PERFORMANCE & REVIEW (IPCR)
AND DEPARTMENT PERFORMANCE & REVIEW (DPCR)

DATE: JULY 03, 2020

Please be reminded that the submission of **your individual and department commitment (July to December 2020) & review (January to June 2020) (IPCR/DPCR)** will be on **July 15, 2020**. Aside from your core function and support to operation commitments, it shall include the commitments presented by each program during the ADCO Planning Workshop held last January 31 to February 01, 2020, which shall be reflected in your strategic priorities.

For the DPCRs, kindly submit the duly signed forms to the Planning and Development Office (PDO), while the IPCRs shall be submitted to the Human Resource Management Office (HRMO) for PMT validation. These offices will forward the validated forms (3 copies) to the Office of the University President.

Soft copy of the DPCRs of each delivery unit shall also be submitted to your respective college/program heads for consolidation and eventually submitted to the PDO to form part of our university's OPCR.

Commitments under the period January to June 2020 affected by the COVID 19 quarantine issuances may be adjusted in order not to affect the delivery unit's performance rating, provided it is justifiable and the adjusted commitment is presented in the remarks portion of the form for validation purposes.

It is reiterated that the submission of the SPMS forms are in compliance with existing government rules and regulations, and shall be required for the grant of the Performance Based Bonus and other personnel actions.

Your strict compliance is hereby enjoined.


EDGAR A. ORDEN
University President

Cc: Records
HRMO
PDO

"Excellent service to humanity is our commitment."