



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

MEMORANDUM NO. 27, s. 2016

**To : VICE PRESIDENTS, CAMPUS EXECUTIVE DIRECTORS,
DEANS, DIRECTORS AND HEADS OF UNITS/OFFICES**
This University

From : SERAFIN L. NGOHAYON, Ph.D.
University President

Subject : Mid-year Office Performance (OPCR) Assessments

Date : July 4, 2016

1. With the implementation of the new Organizational Structure approved by the Board of Regents as per Resolution No. 604 s. 2016 and the issuance of Office Order No. 12 s. 2016 designating University Officials for SY 2016-2017, a series of mid-year office performance assessment is hereby scheduled as per table below:

Activity	Date	Review Committee	Secretariat
a. Assessment of OPCR (Jan-Jun) 2016 of colleges and offices	July 13	Performance Management Team (PMT)	DPIM-M&E
b. Assessment of IPCR of Vice Presidents and Campus Directors (Jan-Jun) 2016	July 20	Chairperson: CAO 1 Members: a. Vice Presidents	
c. Assessment of OPCR of offices directly under the Office of the President and the Vice Presidents	July 20	b. Campus Executive Directors c. Director, DPIM d. HRD Officer e. Director, Finance f. Director GAD Center g. IFSUEA President	

2. The approved PMT internal rules as briefly stated in item 6 below will be observed in the office performance (OPCR) assessments.
3. All heads of delivery units in the old organizational structure and/or list of delivery units are tasked to prepare the actual accomplishment reports (OPCR-actual) for the period covering January to June 2016 for the mid-year performance assessment.
4. OPCR reports should be submitted to the Department of Planning and Information Management on the scheduled due date (July 11, 2016). The report should reflect the annual target distributed in the four quarters and the actual accomplishments for the first and second quarters of 2016. All claims should be properly backed by supporting documents.

5. The mid-year OPCR assessment procedure shall be done accordingly as follows:
 - a. Head of office presents his/her office performance/accomplishment vis-à-vis targets for the period January to June 2016 (in e-copy). The presentation should include the self-assessment rating to be confirmed by the PMT;
 - b. The PMT checks and evaluates the presented accomplishments; and
 - c. The PMT and the head of office agree to the presented accomplishments and finalize the rating with the head of office.

6. The approved internal rules herewith shall guide the computation of the annual rating for OPCR and IPCR of heads of colleges/offices affected by the reorganization:
 - a. Annual rating of colleges with programs transferred to another college in the new structure:
= 50% Jan-Jun OPCR rating in the old structure + 50% Jul-Dec OPCR rating in the new structure
 - b. Annual rating of colleges with additional programs from another college in the new structure:
= 50% Jan-Jun OPCR rating in the old structure + 50% Jul-Dec OPCR rating in the new structure
 - c. Annual rating of new colleges in the new structure with programs transferred from other colleges:
= 50% Jan-Jun OPCR rating in the old structure + 50% Jul-Dec OPCR rating in the new structure
 - d. Annual rating of newly created offices in the new structure:
= 100% of Jul-Dec OPCR rating
 - e. Annual rating of heads of colleges or offices affected by the reorganization shall be rated in their IPCR as follows:
= 50% Jan-Jun IPCR rating in the old structure + 50% Jul-Dec IPCR rating in the new structure

7. After the office performance assessment, another target-setting workshop will be called by the PMT for the affected colleges/offices for target setting for the period July to December, 2016.

8. Should there be further queries relevant to this issuance, contact the Department of Planning and Information Management through these contact information: joyzbodah@yahoo.com; 09778191941; and/or 09164646403.

9. For your guidance and wide dissemination.

Copy furnished: Vice Presidents, Campus Executive Directors, Deans, Directors, Heads of Units/Offices, Records Office, file.