



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

MEMORANDUM NO. 06, s. 2015

**TO : All Heads of Delivery Units
PBB 2014**


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

**SUBJECT : Reminders on the Final Schedule of Submission of OPCR and
IPCR**

DATE : January 6, 2015

1. You are hereby reminded on the submission of OPCR and IPCR (actual) for FY 2014 as follows:

<i>Report</i>	<i>Office Deadline</i>	<i>Remarks</i>
OPCR – actual	January 8, 2015	PMT Review and assessment (Jan. 9-16)
IPCR – actual	January 16, 2015	Rated and duly signed by the head of delivery unit

2. Prompt submission of these reports will allow the reviewers to have adequate time to review and assess your performance.
3. Submit the OPCR to the Planning Office and the IPCR to the HRD Office on or before the office deadline.
4. Disregard this memorandum if submission has been made.
5. For your guidance and commitment.

RECEIVING COPY

Document: Memo _____ Re: _____

Bureau/Delivery unit	Name	Signature	Date
A. Main Campus			
1. Academic Units			
a. CAS	_____		
b. College of Crim	_____		
c. CCS	_____		
d. CoE	_____		
e. CHS	_____		
f. DAF	_____		
g. DHSI	_____		
2. Non-Teaching Units			
a. Office of the President	_____		
b. VPAA	_____		
c. VPRDET	_____		
d. VPPRG	_____		
e. CAO	_____		
f. Finance	_____		
g. GSO	_____		
h. DSSD	_____		
i. Auxiliary Services (NBC Zonal Center/PAIS/ICU)	_____		
B. Potia Campus			
1. Academic Units			
a. CHSI	_____		
b. Dept. of Education	_____		
c. Dept. of Crim/CompSci/Midw	_____		
d. CAF	_____		
2. Non-Teaching Units			
a. Campus Director	_____		
C. Lagawe Campus			
1. Academic Units			
a. CBM	_____		
b. Dept. of Educ	_____		
c. CEIT	_____		
2. Non-Teaching			
d. Campus Director	_____		
D. Tinoc Campus			
1. Campus Director	_____		

/planning office