

D. Final Schedule of Submission of Performance Reports for F.Y. 2017

1. IPCR

IPCR	Due Date		Remarks
	Non-Teaching Personnel	Teaching Personnel	
a. Target			
>annual (for permanent employees)	March 31, 2017	March 31, 2017	
>period per contract of service (for COS employees)	First week upon reporting to work (per contract of service)	First week upon reporting to work (per contract of service)	The schedule of submission may be modified by the supervisor together with the employee due to some considerable factors.
b. Actual Performance			
>Jan to June (or Jan to May for the Teaching Personnel)	July 7, 2017	May 31, 2017	
>July to December (or August to December for the Teaching Personnel)	Jan. 5, 2017	Dec. 15, 2017	

2. OPCR

OPCR	Due Date
a. Target (re-set)	March 28, 2017
b. Jan - Mar (1 st Quarter)	April 17, 2017
c. Apr – Jun (2 nd Quarter)	July 14, 2017
d. Jul – Sept (3 rd Quarter)	October 13, 2017
e. Oct – Dec (4 th Quarter)	January 10, 2017