



**CERTIFIED TRUE COPY**

**MEMORANDUM FROM THE DIRECTOR-GENERAL**

**TO : ALL PIA OFFICIALS AND STAFF**

**SUBJECT : SUBMISSION OF 2021 SECOND SEMESTER OPCR AND IPCR**

**DATE : 17 JANUARY 2022**

*[Signature]*  
**17 January 2022**  
**PIA RECORDS SECTION**

All are reminded to submit the second semester (July-December 2021) Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) reports on or before the given deadlines below:

<b>DELIVERABLE/S</b>	<b>DEADLINE</b>
2021 Second Semester OPCR with rating scale (based on the Agency Standard SPMS)	on or before 31 January 2022
2021 Second Semester IPCR with rating scale	on or before 11 February 2022

Please be reminded of the following guidelines in submitting your reports:

1. Ensure duly filled-up report with corresponding rating scale;
2. Align IPCRs with the region/division OPCR accomplishments for the semester;
3. Average rating of the regional/division IPCRs should not go higher than its OPCR rating; and
4. IPCRs are properly assessed and discussed with respective subordinates prior to submission, using straight computations in determining the average rating, with three decimal digits, for easy reference in cases of a tie in the ratings.

Please submit the respective OPCRs/IPCRs via the following email addresses:

<b>DOCUMENT</b>	<b>SEND TO</b>
Central Office OPCRs	Planning Unit (planning@pia.gov.ph)
Regional Office OPCRs	Regional Operations Division (rod@pia.gov.ph)
Central/Regional Office IPCRs	Human Resource Development Division (hrdd@pia.gov.ph)

FOR COMPLIANCE.

*[Signature]*  
**RAMON L. CUALOPING III**

**PHILIPPINE INFORMATION AGENCY**  
 RECORD SECTION  
 RECEIVED

BY: Charmaine  
 DATE/TIME: 17 January 2022