



BUREAU OF CUSTOMS
 MAKABAGONG ADUANA, MATATAG NA EKONOMIYA




PROFESSIONALISM INTEGRITY ACCOUNTABILITY

IA G Memo No. 19-2022

MEMORANDUM

FOR : ALL BOC OFFICIALS AND EMPLOYEES

FROM :  **DONATO B. SAN JUAN**
 Deputy Commissioner, IAG

SUBJECT : SUBMISSION OF DULY ACCOMPLISHED IPCR FORM FOR THE RATING PERIOD JANUARY TO JUNE 2021

DATE : 11 March 2022

1. Pursuant to Customs Memorandum Order No. 06-2017 dated January 04, 2017, all regular, detailed, co-terminus, casual and contractual employees who have rendered at least ninety (90) days service are required to submit their duly accomplished Individual Performance Commitment and Review (IPCR) forms for the rating periods January to June and July to December, to the concerned offices within a specified period.
2. In this regard, **four (4) original copies** and **one (1) photocopy** of duly accomplished IPCR with rating for the period January to June 2021 must be prepared by all officials and employees, **four (4)** of which must be submitted on or before **25 March 2022** to the following offices:

- 1 original copy – HR 201 File Copy
- 1 photocopy – HR Conso File
- 1 original copy – Group/Port Admin Copy
- 1 original copy – CSC Copy
- 1 original copy – Receiving Copy (Employee’s Personal Copy)

RECEIVING OFFICE	SCOPE
Human Resource Management Division	Employees under the Office of the Commissioner and Internal Administration Group including Ad hoc offices (ITDD & External Affairs) * Hard copies must be consolidated and submitted per Division
Administrative Unit of each Group	Employees under AOCG, RCMG, MISTG, PCAG, IG, EG *Including Ad hoc offices and those who are deployed at the Ports (BATAS, XIP, AMO, PMO, EPCD)



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<p>Administrative Division of each Collection District</p>	<p>Employees of the Ports and Sub-Ports</p>
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3. The **Administrative Divisions/Units of Groups/Collection Districts shall submit to the HRMD** the two (2) original copies and one (1) photocopy of duly accomplished IPCR with rating of all employees on or before **04 April 2022**:
4. Furthermore, please be guided by the following in the accomplishment of the Individual Performance and Commitment Review (IPCR) Form to be submitted:
 - a. must be in CSC-prescribed format (*Annex "A"*);
 - b. the outputs, success indicators, actual accomplishments and ratings of the rated e-IPCRs for the two periods (i.e. January to March 2021 and April to June 2021) and its average shall be the basis for the inputs;
 - c. electronic signatures or *e-Sig* can be used, in cases the signatories are already assigned in other ports; and
 - d. in cases the employee is on leave for the period specified, the employee shall submit a blank IPCR and indicate on the remarks column that s/he is on leave (sick leave, vacation leave, study leave, etc.) on the said period.
5. Consistent with the provisions of the abovementioned CMO, non-submission of the IPCR to the HRMD within the above date shall be a ground for:

"10.1.1. Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training, or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.

10.1.1. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty to the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report."
6. For information and guide.

LAG Memo No. / 19 - 2022

ANNEX B: INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, _____ of the _____ Section/Division/Office/Port of _____ commit to deliver and agree to be held on the attainment of the following targets in accordance with the indicated measures for the period _____ to _____, 20____.

(Signature)
 Alexander C. Montano
 Admin Officer V

Reviewed by:	Date	Approved by:	Date
Immediate Supervisor		Head of Office	

Output	Success Indicator (Target + Measure)	Actual Accomplishments				Remarks
		Q1	Q2	T3	A4	
Core Function:						
1.						
2.						
Strategic Priority No.:						
1.						
2.						
Final Average Rating						
Comments and Recommendations for Development Purposes						
Reviewed by:	Date	Assessed by	Date	Final Rating by	Date	
Immediate Supervisor		I certify that I discussed my assessment of the performance with the employee.				
		Supervisor				Head of Office

Legend : 1 - Quantity or Efficiency 2 - Quality or Effectiveness 3 - Timeliness 4 - Average

Certified True Copy

Alexander C. Montano
Admin Officer V

U.P. LAW CENTER
 of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations
 JAN 30 2017