

2019-02-005

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Republic of the Philippines
Department of Finance
BUREAU OF CUSTOMS
1099 Manila

FOR : ALL OFFICIALS AND EMPLOYEES

FROM : DONATO B. SAN JUAN
Deputy Commissioner
Internal Administration Group

SUBJECT : EXTENSION OF THE SUBMISSION OF DULY ACCOMPLISHED IPCR FORMS FOR THE PERIOD JULY TO DECEMBER 2018

DATE : January 31, 2019

- 1.0 Pursuant to Customs Memorandum Order No.26-2016 dated October 14, 2016, all regular, detailed, co-terminus, casual and contractual employees who have rendered at least ninety (90) days of 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.
- 2.0 Relative thereto, one (1) original copy of duly accomplished IPCR with rating for the period **July to December 2018** shall be submitted to the Human Resource Management Division **not later than February 08, 2019**.
- 3.0 Consistent with the provisions of the above 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.*
 - 10.1.2. *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.*”
- 4.0 For information and guidance.