



# BUREAU OF CUSTOMS

MAKABAGONG ADUANA, MATATAG NA EKONOMIYA



PROFESSIONALISM

INTEGRITY


ACCOUNTABILITY

IA G Memo No. 43-2022

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## MEMORANDUM

TO : ALL OFFICIALS AND EMPLOYEES

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

SUBJECT : SUBMISSION OF INDIVIDUAL PERFORMANCE  
COMMITMENT REVIEW (IPCR) FORM WITH  
PERFORMANCE RATING FOR THE PERIOD JULY-  
DECEMBER 2022

DATE : December 20, 2022

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- 1.0 In compliance to the Civil Service Commission Memorandum Circular No. 6 s.2012 with the subject, *Guidelines in the Establishment, and Implementation of Agency Strategic Performance Management System (SPMS)*, all employees are hereby reminded of the submission of the accomplished **Individual Performance Commitment Review (IPCRs) with Performance Rating for the period July to December 2022**.
  - 2.0 Relative thereto, all Chiefs of the Administrative Divisions/Units are hereby directed **consolidate the accomplished IPCRs** and submit to the Human Resource Management Division **not later than January 15, 2023**:
    - 2.1 Two separate hard copies of IPCRs
    - 2.2 Scanned copies of all IPCRs
    - 2.3 Summary List of Individual Performance Ratings (*template attached*)
  - 3.0 For information and compliance.

**SUMMARY LIST OF INDIVIDUAL PERFORMANCE RATINGS**

Group/Port \_\_\_\_\_

Rating Period: July- December 2022

Division A _____	Rating	
	Numerical	Adjectival
Employee A (name)	4.2	Very Satisfactory
Employee B	4.0	Very Satisfactory
Employee C	3.5	Satisfactory
Employee D	4/1	Very Satisfactory
Employee E	3.5	Satisfactory
Employee F		

Division B _____	Rating	
	Numerical	Adjectival
Employee A (name)	4.2	Very Satisfactory
Employee B	4.0	Very Satisfactory
Employee C	3.5	Satisfactory
Employee D	4/1	Very Satisfactory
Employee E	3.5	Satisfactory
Employee F		

Division C _____	Rating	
	Numerical	Adjectival
Employee A (name)	4.2	Very Satisfactory
Employee B	4.0	Very Satisfactory
Employee C	3.5	Satisfactory
Employee D	4/1	Very Satisfactory
Employee E	3.5	Satisfactory
Employee F		

Prepared by: \_\_\_\_\_