

2014-12-019



Republic of the Philippines
Department of Finance
Bureau of Customs
Manila 1099

Memorandum

TO : **DEPUTY COMMISSIONERS, DISTRICT COLLECTORS, SERVICE DIRECTORS, DIVISION CHIEFS AND ALL OTHERS CONCERNED**

FROM : **The OIC-Deputy Commissioner**
Internal Administration Group

Subject : **The Strategic Performance Management System's (SPMS) Individual Performance Commitment and Review Form (IPCR) as a Requirement for the Renewal of Job Order Contracts**

Date : December 15, 2016

1. This is with reference to the following:
 - 1.1 The memorandum of the Internal Administration Group (IAG) dated 8 December 2016 on "Renewal of Job Order Contracts"; and
 - 1.2 Customs Memorandum Order (CMO) number 26-2016 dated October 14, 2016 which covers "all regular, detailed, co-terminus, casual and contractual employees" to submit SPMS-IPCR forms.
2. This covers all Job Orders (JO) contracts which will expire on 31 December 2016.
3. All JO contracts for renewal shall have a duly accomplished IPCR attachment that shall provide the activities and actions performed by the employee during the duration of the contract and rated by the immediate supervisor.
4. For proper accomplishment of the IPCR, the JO employee can coordinate with the Planning and Policy Research Division.


ALFREDO A. PALMA