



Jesus C.

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

A modernized and credible customs administration that upholds good governance and is among the world's best

MEMORANDUM

TO : ALL BOC OFFICIALS AND EMPLOYEES

FROM : BIENVENIDO Y. RUBIO
Commissioner *[Signature]* FEB 12 2024

SUBJECT : SUBMISSION OF RATED IPCR AND OPCR FORMS FOR THE PERIOD OF JULY TO DECEMBER 2023 AND IPCR AND OPCR COMMITMENTS FOR THE PERIOD OF JANUARY TO JUNE 2024

DATE : 5 February 2024

In accordance with the guidelines of Customs Memorandum Order (CMO) No. 6-2017, as adopted from Civil Service Commission (CSC) Memorandum Circular No. 6 series of 2012, all employees and offices are hereby required to submit accomplished Individual Performance Commitment Review (IPCR) forms and Office Performance Commitment Review (OPCR) bi-annually.

Relative thereto, the following guidelines shall be observed in the implementation and monitoring of Strategic Performance Management System (SPMS) for Calendar Year 2024:

- a. All employees and offices shall submit accomplished IPCRs and OPCRs for July to December 2023 and commitments for January to June 2024.
- b. The rated OPCR forms for the period of July to December 2023 and OPCR commitment for the period of January to June 2024 shall be signed by the incumbent officials and employees.
- c. All employees are required to submit hardcopies of the IPCR pending system improvement of the BOC Rating Portal.
- d. The IPCR and OPCR forms, both rated and commitment, shall be submitted on or before **22 February 2024** to the following offices:



SPMS Forms	No. of copies	Office
IPCR of all employees	3 original copies	Collection Districts Admin, Groups Admin, Human Resource Management Division
(1) IPCR and (2) OPCR of Assistant Commissioner, Deputy Commissioners, and District Collectors	3 original copies each	Planning and Policy Research Division

- e. For uniformity and consistency, attached herewith as Annex A (IPCR) and Annex B (OPCR) are the templates for rated IPCR and OPCR, and IPCR and OPCR commitments.
- f. Administrative Division/Units shall submit the scanned copies of the rated IPCR to HRMD and OPCR to PPRD for the period of July to December 2023 through hrmd@customs.gov.ph and pprd@customs.gov.ph, respectively.
- g. Furthermore, all Administrative Division/Units shall submit to HRMD a Summary of Individual Performance Ratings (attached as Annex A) along with the IPCR forms of all employees under their respective Groups and Collection Districts, including its subports and attached offices, **on or before 29 February 2024**.
- h. All employees occupying attritable positions shall specifically indicate their **assigned collection target on their IPCR forms** for purposes of compliance with Republic Act No. 9335, otherwise known as the Lateral Attrition Act of 2005 and its Implementing Rules and Regulations.
- i. BOC officials and employees performing concurrent functions shall only submit one (1) IPCR form including all of their assigned functions as indicated in the approved Customs Personnel Order. The IPCR form shall also be signed by the supervisors and heads of offices where the BOC official or employee performs their concurrent functions.
- j. Signatories in the IPCR and OPCR forms of the following deployed personnel are amended as follows:

Ratee:	Initial Assessed / Reviewed by	Final Assessed / Approved by:
• XIP Field Officer	XIP Head	IG Deputy Commissioner
• District Commander	CPD Head	ESS Director
• MISTG Site Manager	TSD Chief	TMS Chief
• CIIS Supervisor	Intelligence Division Chief	CIIS Director

For strict compliance.

