



**OFFICE OF THE VICE CHANCELLOR FOR PLANNING  
AND DEVELOPMENT  
UNIVERSITY OF THE PHILIPPINES  
VISAYAS**



3 February 2016

MEMORANDUM NO. ETB 16-003

**TO :** Vice Chancellors  
Deans, Directors, Heads of Offices/Units  
Faculty Administrators

**SUBJECT :** Cascading of the UP APCR to CUs, Colleges, Unit and Offices

In connection with Memorandum No. PAEP 15-61 issued by President Alfredo E. Pascual on the Cascading of the UP APCR to CUs, Colleges, Units and Offices and Memorandum No. MSVA 16-19 issued by Vice President Maragtas S.V. Amante, please be guided by the schedule of online posting of OPCR and IPCR as follows:

<b>DATE</b>	<b>PROCESS</b>
<i>03 February 2016</i>	Posting online of the UP APCR as approved by the President
<i>05 to 12 Feb. 2016</i>	Chancellors, Vice Presidents, Secretary, UP Cebu Dean, Director of PGH post online their respective CU Performance Commitment and Review (CU PCRs) as well as Office PCRs (OPCRs)
<i>15 to 19 Feb. 2016</i>	Vice Chancellors, AVPs, UP Cebu Associate Deans, Deans/ Directors/Unit Heads, Division/Department Chairs, and other Faculty Administrators post online their respective OPCR
<i>22 to 26 Feb. 2016</i>	Posting of online Individual Performance and Commitment Review (IPCRs) by the administrative staff
<i>28 Feb. to 04 March 2016</i>	Final calibrations and improvements of performance targets
<i>Last week of June 2016</i>	Online submission of performance ratings for January to June 2016
<i>1<sup>st</sup> week July 2016</i>	Posting of targets for July to Dec. 2016 APCR, OPCR & IPCR

In view of the above mentioned timeline, the schedule of consultation meetings with the various clusters are herein attached. The consultation meeting will address how the different Colleges/Offices/Units will operationalize the cascaded APCR from President Pascual and apply it in their office mandated functions and responsibilities. This meeting will provide an opportunity to discuss and clarify matters in the preparation and online posting of respective OPCR and IPCR.

We look forward to your presence and active participation.

Thank you.

EVELYN T. BELLEZA, PhD  
Vice Chancellor for Planning and Development  
and Co-Chair, SPMS-PMT