

**DETAILED OPCR/IPCR PREPARATION CALENDAR**

<b>ACTIVITY</b>	<b>TIMETABLE</b>	<b>RESPONSIBLE UNIT</b>
1. Preparation of memorandum for submission of OPCR/IPCR	1 <sup>st</sup> semester – 1 <sup>st</sup> week of July 2 <sup>nd</sup> semester – 2 <sup>nd</sup> week of January of the following year Deadline – last week of the month	ODG Planning Unit
2. Divisional meetings/ review of SDs/RHs with their respective staff	2 <sup>nd</sup> to 3 <sup>rd</sup> week of July 3 <sup>rd</sup> to 5 <sup>th</sup> week of January	All Central Office Divisions  All Regional Offices
3. OPCR evaluation	Central office review/assessment – August Regional Offices review/assessment— February	Planning Officer  ROD
4. OPCR final review	1 <sup>st</sup> semester – August 2 <sup>nd</sup> semester – February	PMT
5. Final approval and signature of OPCR	September February	ODG
6. IPCR review/evaluation	August – September February - March	HRDD