



Republic of the Philippines

**Philippine Information Agency**

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PIA MEMORANDUM CIRCULAR No. 022  
Series of 2019

PHILIPPINE INFORMATION AGENCY  
RECORD SECTION  
By: *[Signature]*  
DATE/TIME: *[Signature]*

TO: ALL PIA OFFICIALS AND STAFF  
This Agency

SUBJECT: **SUBMISSION OF 2019 1<sup>st</sup> SEMESTER OPCR AND IPCR**

DATE: 18 June 2019

All are hereby reminded to submit the First Semester (January-June) Office Performance Commitment and Review (OPCR) on or before 15 July 2019 and Individual Performance Commitment and Review (IPCR) reports on or before 30 July 2019.

Submission of regional OPCRs/IPCRs is through the Management Support Services Division (MSSD), while Central Office OPCRs are to be submitted through the Planning Unit-Executive Office, and IPCRs through the HRDD.

Please be reminded further of the following in submitting your reports:

- Ensure duly filled-up reports with corresponding rating scale.
- Assign IPCRs with the regional/divisions OPCR accomplishments for the semester.
- Ensure that average rating of the division/region IPCRs should not go higher than its OPCR rating, and
- Ensure that IPCRs are properly assessed and discussed with respective subordinates prior to submission using straight computations in determining the average rating, with three decimal digits, for easy reference in cases of a tie in the ratings.

All division/regional heads are further advised to ensure compliance of all concerned in the submission of these reports on or before the set deadline.

FOR STRICT COMPLIANCE:

CERTIFIED TRUE COPY

*[Signature]*  
PIA RECORDS SEC.

*[Signature]*  
HAROLD E. GLAVITE,  
Director-General