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**MEMORANDUM**

**FOR : ALL ASSISTANT CHIEF OPERATING OFFICERS AND DEPARTMENT MANAGERS**

**Cc : THE HEAD TECHNICAL ASSISTANT, OCOO**

**FROM : THE MANAGER, CORPORATE PLANNING DEPARTMENT**


**SUBJECT : PERFORMANCE COMMITMENTS AND REPORTS**

**DATE : 6 JANUARY 2021**

Relative to the above subject, may we request submission of the following:

<b>Performance Report</b>	<b>Date of Submission</b>
A. 2021 Sectoral/Departmental Balanced Scorecard (BSC)	On or before 18 January 2021
B. Sectoral/Departmental Balanced Scorecard with Rating and Supporting Documents for the 1 <sup>st</sup> and 2 <sup>nd</sup> Semester of 2020	On or before 29 January 2021
C. 1st Semester 2021 OPCR with Rating Matrices	On or before 25 January 2021
D. 2nd Semester 2020 Office Performance Commitment Review (OPCR) with Rating and Supporting Documents	On or before 4 March 2021

For item A & B, please input the scorecard in the *Enhanced* Automated Monitoring and Evaluation Tool (AMET). After review of COPD, may we request that copy be printed, signed and transmitted to COPD within 4 working days after the set deadline.

  
**FRANCIS RANDY J. HORTELANO**