




Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR :** THE OFFICE OF THE CHIEF OPERATING OFFICER  
ALL ASSISTANT CHIEF OPERATING OFFICERS  
ALL DEPARTMENT MANAGERS/OFFICE HEADS  
ALL DIVISION MANAGERS

**FROM :**   
THE MANAGER  
Administrative Services Department

**SUBJECT :** IPCRs FOR 1<sup>ST</sup> SEMESTER CY 2021 – STAGES 3 AND 4

**DATE :** 12 JULY 2021

Anent the submission of 1<sup>st</sup> Semester CY 2021 IPCR ratings on 31 August 2021, please be reminded of the following guidelines:

1. Ratings for the outputs/tasks are always supported by documents as proofs of actual performance;
2. Division Managers/Immediate Supervisors shall ensure the completeness and accuracy of supporting documents/proofs of accomplishment;
3. Division Managers/Immediate Supervisors must fill-up the Comments and Recommendations for Development Purposes portion of the IPCRs;
4. Result of the assessment and comments vis-à-vis personnel performance are to be discussed by the Division Managers with the concerned rates/employees prior to the submission of the IPCRs to the Department Managers/Office Heads;
5. The Department Managers must ensure that the individual employees are notified of their final performance assessment prior to the submission of the IPCRs to the HRSD;
6. The Department Managers shall submit a departmental Summary of List of Individual Performance Ratings (SLIPR) to the HRSD; and
7. Department Managers must submit a Professional Development Plan to the HRSD to improve or correct the performance of personnel with Unsatisfactory and Poor performance ratings.

For your information and guidance.

