

## MEMORANDUM

**TO** All PSTDs and Staff  
ARD, Technical Operations and Staff  
ARD, All Finance and Administrative Services and Staff  
Head, RSTL/RML and Staff  
Project Managers

**FROM** THE REGIONAL DIRECTOR


**DATE** 05 January 2016

**SUBJECT** Submission of accomplished IPCR/OPCR for July-December 2015 and January-June 2016 IPCR/OPCR

This is to remind you that the July-December 2015 IPCR/OPCR as submitted during the start of the second semester should already be accomplished with the corresponding ratings. This should be submitted not later than January 15, 2016.

For the January-June 2016 IPCR/OPCR, in order to have a better appreciation of your targets and commitments, this will be submitted on January 18, 2016. We will already have consolidated our plans and programs for CY 2016 during our Planning-Workshop in Ilocos Sur.

For strict compliance, please.

  
**ARMANDO Q. GANAL, Ph.D.**  
Regional Director