



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL RESEARCH**  
RDMIC Bldg., Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City 1101

*Ms. Eve / Lissa / Ellen / Lynn / KMSO / STAN*  
→

Reference No. 2021-05- 26  
May 31, 2021

**MEMORANDUM**

**TO :** ALL BAR DIVISIONS AND FUNCTIONAL UNITS  
ALL PERMANENT STAFF

**FROM :** ASSISTANT DIRECTOR AND PERFORMANCE MANAGEMENT TEAM  
(PMT) CHAIR

**SUBJECT :** SUBMISSION OF INDIVIDUAL AND DIVISIONAL PERFORMANCE  
COMMITMENT REVIEW (IPCR and DPCR) ACCOMPLISHMENTS FOR  
2<sup>nd</sup> SEMESTER CY 2020 AND REMINDER ON CY 2021 PCR  
SUBMISSION GUIDELINES

Pursuant to the Civil Service Commission (CSC) Resolution No. 1200481 series of 2012, CSC Memorandum Circular No. 6 series of 2012, and Department of Agriculture Administrative Order No. 05 series of 2019, the DA-BAR Strategic Performance Management System (SPMS) was established through the Memorandum Circular No. 23 series of 2021 for the guidance and implementation of the Bureau.

In compliance with the above stated document, all permanent staff are required to submit the CY 2020 2<sup>nd</sup> Semester IPCR and DPCR (ad hoc divisions) forms with accomplishments **on or before June 17, 2021** to OAD-Human Resource and Management Unit (HRMU) and RPDD-Planning and Monitoring Section (PMS), respectively.

For the succeeding PCR submissions, please be reminded of the following schedule as indicated in the approved SPMS Guidelines:

A. DA-BAR SPMS Calendar

Activity	Submit to	Schedule
<i>Stage 1. Performance planning and commitment</i>		
Determination of PCR (O,D,I) indicators and targets		Within the 4th quarter of the previous year (year before the rating period)
Submission of 1 <sup>st</sup> and 2 <sup>nd</sup> Sem Targets		Every January of the current year
• OPCR	Office of USec for R&D	Not later than the last working day of the previous year
• DPCR	RPDD-PMS	Not later than the first working week of October of the previous year



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• IPCR	OAD-HRMU	Every December 15 of the previous year
PMT Approval of Targets		First week of December
<i>Stage 2. Performance monitoring and coaching</i>		
PMT		Semestral
Division Heads		Quarterly
Immediate Supervisors (Section/Unit Heads)		Monthly
Individual Staff		Regular Basis
<i>Stage 3. Performance review and evaluation</i>		
OPCR		Annual
DPCR	By RPDD-PMS	Quarterly
<i>Stage 4. Performance rewarding and development planning</i>		
PMT to submit Top Performance List (of the previous year)	Agency Head (DA-BAR Director)	Within the 1 <sup>st</sup> semester of the succeeding year

#### B. DPCR Submission Guidelines

Form	Submission Type	Schedule	Remarks
DPCR	1 <sup>st</sup> and 2 <sup>nd</sup> semester targets	On or before the first working week of October of the previous year (year before the rating period)	With signed commitment page for reference and filing of the PMT Secretariat
	1 <sup>st</sup> quarter accomplishments	Filling-out of online 'PCR Assessment Matrix' at least two (2) working days before the scheduled 1 <sup>st</sup> Quarter PCR Assessment Workshop	No physical or print-out submissions
	1 <sup>st</sup> semester accomplishments	On or before July 15 of the current year	<ol style="list-style-type: none"> <li>1. Updating of online file</li> <li>2. Physical submission of the DPCRs for assessment, final rating, and filing</li> <li>3. Part of divisional presentations during the 1<sup>st</sup> Semester PCR Assessment Workshop</li> </ol>
	3 <sup>rd</sup> quarter accomplishments	Filling-out of online 'PCR Assessment Matrix' at least two	No physical or print-out submissions



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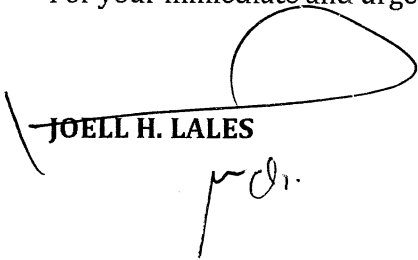
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		(2) working days before the scheduled 3 <sup>rd</sup> Quarter PCR Assessment Workshop	
	2 <sup>nd</sup> semester accomplishments	On or before January 15 of the succeeding year	<ol style="list-style-type: none"> <li>1. Updating of online file</li> <li>2. Physical submission of the DPCRs for assessment, final rating and filing</li> <li>3. Part of divisional presentations during the 2<sup>nd</sup> Semester PCR Assessment Workshop</li> </ol>
DPCR Assessment Matrix	Annual accomplishments	Filling-out of online 'PCR Assessment Matrix' on the 1 <sup>st</sup> Quarter of the succeeding year	Tagged as the Agency Performance Review Conference, the Annual DPCR Accomplishments are presented coinciding the 1 <sup>st</sup> Quarter PCR Assessment Workshop





For your immediate and urgent compliance.

  
**JOELL H. LALES**  
*pcr.*

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