

Reference No. 2025-306  
July 10, 2025

## MEMORANDUM

**TO : ALL DA-BAR PERSONNEL**

**FROM : Chair, Performance Management Team**

**THROUGH : JUDE RAY P. LAGUNA**  
Head, HRMU

**SUBJECT : SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) RATING FOR CY 2025 FIRST SEMESTER (JANUARY 02-JUNE 30, 2025) AND SUBMISSION OF INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) TARGETS FOR CY 2025 SECOND SEMESTER (JULY 1-DECEMBER 31, 2025)**

In the context of the BAR Strategic Performance Management System (SPMS), with the first semester coming to a close, it is an opportune time for employees and their supervisors to engage in performance discussion and evaluation. The Individual Performance Commitment and Review (IPCR) serves as the primary document for monitoring and assessing performance. It is intended to evaluate each employee's achievements against the committed targets established at the beginning of the semester.

To this, all DA-BAR personnel are instructed to submit their: 1) Individual Performance Commitment and Review (IPCR) RATING for the period of January 02, 2025 - June 30, 2025; and, 2) Individual Performance Commitment and Review (IPCR) TARGETS for the period July 1-December 31, 2025, **on or before July 31, 2025** to the Human Resources Management Unit.

Prompt submission of the required documents is essential for the effective implementation of the Bureau's Strategic Performance Management System (SPMS).

### **To reiterate, the relevance of Performance Ratings are as highlighted:**

1. Security of tenure of those holding permanent appointments is not absolute but is based on performance;
2. Employees who obtained Unsatisfactory rating for one rating period or exhibited poor performance shall be provided **appropriate developmental intervention by the Head of Office and supervisor (Division/Unit Head)**, in coordination with the HRMU, to address competency-related performance gaps. If after advice and provision of developmental intervention, the employee still obtains Unsatisfactory ratings in the immediately succeeding rating period or Poor rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the head of office at least 3 months before the end of the rating period is required.



3. The PMT shall validate the Outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the Head of Office.
4. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.

**Sanctions:**

Unless justified and accepted by the PMT, non-submission of the Individual employee's Performance Commitment and Review forms to the HRMU within the specified dates shall grounds for:

- Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
- An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the individual performance commitment and review report.
- Failure on the part of the Division head to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be grounds for an administrative offense for neglect of duty.

For your information and immediate compliance.

  
**RAYMOND PATRICK L. CABRERA, RAg**  
OIC, Assistant Director

