



Reference No: 2024-02 35

February 6, 2024

**MEMORANDUM FROM THE ASSISTANT DIRECTOR AND CHAIRMAN OF THE
PERFORMANCE MANAGEMENT TEAM (PMT)**

**TO : ALL PERMANENT AND CONTRACT OF SERVICE (COS)
PERSONNEL**

**SUBJECT : SUBMISSION OF 2023 2ND SEMESTER INDIVIDUAL
PERFORMANCE AND COMMITMENT REVIEWs (IPCR)
ACCOMPLISHMENTS WITH RATINGS**


In the interest of the service and to ensure the timely monitoring of accomplishments vis-a-vis targets of all employees in line with the bureau's goals, all permanent and Contract of Service (COS) personnel are enjoined to submit their individual performance and commitment reviews (IPCRs) with details of **accomplishments with ratings** for the 2nd semester of 2023 to the Human Resources Management Unit (HRMU).

In order to facilitate the filling-out of your individual accomplishments with ratings, the HRMU shall be distributing the photocopy of your submitted 2023 2nd Semester targets.

The deadline for submission of the completely filled out IPCRs is **on or before February 23, 2024, a Friday**. The individual accomplishments with ratings shall be used for the updating of DA-BAR's PCR files. This will also serve as reference in the bureau's monitoring and evaluation (M&E) of individual performance indicators.

For inquiries, you may contact **Ms. Vanessa Mae V. Abuel** of the PMT Secretariat through local 2126 or through email at vmabuel@bar.gov.ph.

For your guidance and strict compliance.


JOELL H. LALES

Assistant Director
Chair, Performance Management Team