



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF AGRICULTURE**  
**BUREAU OF AGRICULTURAL RESEARCH**  
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Reference No. 2024- 138  
 July 9, 2024

**MEMORANDUM FROM THE DA-BAR PMT CHAIR**

**TO : ALL DIVISIONS, SECTIONS, AND UNITS**

**SUBJECT : GUIDANCE ON THE PREPARATIONS FOR THE DA-BAR CY 2024 1ST SEMESTER PERFORMANCE COMMITMENT REVIEW (PCR) ASSESSMENT**

As part of the major activities of the bureau’s Strategic Performance Management System <sup>1</sup>(SPMS), the CY 2024 1st Semester PCR Assessment will be conducted on July 15 to 16, 2024 at the Department of Agriculture-Bureau of Agricultural Research, E.R. Ponce Hall (4th Floor), Quezon City.

In view of this, all Divisions and Units are advised to prepare your presentations and all relevant documents for the activity. Kindly **upload your presentations to the online folder on or before July 12, 2024 (Friday), 12:00 PM at [bit.ly/CY2024PCR1stSem](https://bit.ly/CY2024PCR1stSem)** for advance reference of the Performance Management Team (PMT). Please refer to the following table for the general guidance for the activity:

Step	Process	Description
1	Review of commitments based on the CY 2024 1st Semester PCR Forms	Refer to your Division/Section/Unit’s committed performance indicators and targets based on the following documents: <ul style="list-style-type: none"> <li>a. CY 2024 1st Semester PCR Form</li> <li>b. CY 2024 Quarterly PCR Form (Reference of indicator definitions)</li> </ul> <i>Note: These documents have been uploaded to the online folder <a href="https://bit.ly/CY2024PCR1stSem">bit.ly/CY2024PCR1stSem</a></i>
2	Accomplish the presentation slides	<ul style="list-style-type: none"> <li>a. Please download the presentation template provided in the online folder.</li> <li>b. Fill-out the required details and information as guided by the presentation template:               <ul style="list-style-type: none"> <li>i. Overview of Division and Section/Unit mandate and functions                   <ul style="list-style-type: none"> <li>▪ The Division Head will introduce their Division and Section’s/Unit’s mandate aligned to the “Bagong BAR Para sa Bagong Pilipinas”.</li> </ul> </li> <li>ii. Current office structure                   <ul style="list-style-type: none"> <li>▪ The Division Head will introduce the Section/Unit Heads under the Division, and present their core function (briefly state the core functions in 2-3 bullets only).</li> </ul> </li> </ul> </li> </ul>

<sup>1</sup> DA-BAR Memorandum Circular No. 23, Series of 2021, “Department of Agriculture-Bureau of Agricultural Research’s Strategic Performance Management System (DA-BAR SPMS) Guidelines



Step	Process	Description
		<ul style="list-style-type: none"> <li>▪ The Section/Unit Heads will introduce the staff reporting under the Section/Unit and present their core functions (briefly state the core functions in 2-3 bullets only).</li> <li>iii. Indicate the CY 2024 1st Semester Accomplishments based on the committed targets by strategic indicator core and support functions <ul style="list-style-type: none"> <li>▪ Provide evidence documents as means of verification of the reflected accomplishments (through the folder provided).</li> </ul> </li> <li>iv. Report the accomplishments based on the instructions and guidance of the PMT and the Director last CY 2023 2nd Sem Assessment.</li> <li>v. Reflect the challenges encountered, recommended actions, and actions implemented for CY 2024 1st Semester.</li> <li>vi. Photo documentation: highlights of major activities and accomplishments for CY 2024 1st Semester.</li> <li>vii. Discuss the CY 2024 2nd Semester major plans and activities.</li> </ul> <p><i>Note: For the activity proper, each Section and Unit Head under the Divisions will present their respective Section's/Unit's report to further expound the discussion of their accomplishments and plans.</i></p>
3	Submit Outputs	<ul style="list-style-type: none"> <li>a. Upload the workshop presentations at <a href="https://bit.ly/CY2024PCR1stSem">bit.ly/CY2024PCR1stSem</a>.</li> <li>b. Please send an official email to the PMT Secretariat (PMU and HRMU) at <a href="mailto:planning@bar.gov.ph">planning@bar.gov.ph</a> and <a href="mailto:hrrmu@bar.gov.ph">hrrmu@bar.gov.ph</a> to notify them of the submitted presentations.</li> </ul>

For the workshop proper on July 15th and 16th, all Division, Section, and Unit Heads are directed to attend at the E.R. Ponce Hall (4th Floor) throughout the two-day activity. The report officers are advised to attend in person at the venue during their scheduled presentations while other staff from the Divisions may attend the assessment virtually, via Google Meet.

Should you have any concerns or clarifications, you may contact the PMT Secretariat, please look for **Ms. Apple E. Llarena** or **Mr. Renzo Miguel M. Siao** of the PMU at local number 3129/3120, respectively, or email us at [planning@bar.gov.ph](mailto:planning@bar.gov.ph).

For prompt compliance.

Thank you.

  
**JOELL H. LALES**