



Republic of the Philippines
DEPARTMENT OF HEALTH
Davao Center for Health Development
Southern Philippines Medical Center



January 2, 2025

HOSPITAL MEMORANDUM

No. 001 s. 2025

TO : ALL CONCERNED

**SUBJECT : Submission of Individual Performance Commitment and Review (IPCR)
Accomplishment for the Rating Period July 1 to December 31, 2024**

Pursuant to the CSC-approved Strategic Performance Management System (SPMS) Manual of SPMC, all concerned personnel are hereby required to submit their IPCR accomplishment for the **rating period July 1 to December 31, 2024**, through their individual HR portal account, **on or before January 31, 2025**.

The following guidelines are reiterated in relation to the IPCR accomplishment:

- The rating of the accomplishments shall be based on the measures, targets, and rating scale set during the Performance Planning and Commitment phase.
- The actual accomplishments must be entered into the Monitoring Tool of the employee's individual HR portal account, and must be duly supported with verifiable records and evidences.
- The employee and supervisor shall discuss in confidence the IPCR rating prior to the submission.
- The supervisor shall indicate qualitative comments and recommendations in the IPCR of the employees under his/her supervision, to include competency assessment, positive feedback and/or opportunities for improvement, to be used for other human resource development interventions.
- The minimum period of assessment is ninety (90) calendar days or three (3) months, hence, any employee who did not meet this service requirement during the rating period shall not be required to submit IPCR accomplishment.
- The rating of those who were assigned to two or more offices within the rating period shall be consolidated in the current office of assignment.

Unless otherwise justified and accepted by the Performance Management Team (PMT), delayed or non-submission of IPCR within the specified timeline shall be a ground for disqualification for performance-based actions such as promotion and training grants, as well as exclusion from the grant of performance-related bonuses. Furthermore, the concerned employee and/or supervisor may also be subjected to administrative sanctions for violation of reasonable office rules and regulations, and simple neglect of duty as provided for in the **2017 Revised Rules on Administrative Cases in the Civil Service (2017 RRACCS)**.

For information and strict compliance.

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