



Republic of the Philippines

Department of Environment and Natural Resources

**BIODIVERSITY MANAGEMENT BUREAU**

Ninoy Aquino Parks and Wildlife Center

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**MEMORANDUM CIRCULAR**

No. 2017- 04

DEC 01 2017

**SUBJECT: FREQUENCY OF SUBMISSION AND RATING OF DIVISION PERFORMANCE COMMITMENT AND REVIEW (DPCR) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)**

Pursuant to Civil Service Memorandum Circular No. 6 s, 2012 and Item 7 of DENR Memorandum Order No. 2015-01 dated 27 October 2015, "Guidelines in the Implementation of the Strategic Performance Management System (SPMS)", the frequency and date of the submission and rating of DPCR and IPCR shall be as follows:

1. COMMITMENT

Documents	Frequency of Submission	Date of submission
DPCR/IPCR	Semestral	a) 1 <sup>st</sup> semester - 30 of January of Current Rating Period b) 2 <sup>nd</sup> semester - 30 July of Current Rating Period

2. ACCOMPLISHMENT

Documents	Frequency of Submission	Date of submission
DPCR/IPCR	Semestral	a) 1 <sup>st</sup> semester - 30 of July of Current Rating Period b) 2 <sup>nd</sup> semester - 30 of January of the following year

To ensure compliance of this Order, submission of Commitment and Rating shall be included in their respective DPCR/IPCR

The Human Resources Development Unit will provide the Civil Service Commission Field Office the consolidated DPCR/IPCR Reports within sixty (60) calendar days after each rating period.

This Order takes effect immediately.

THERESA MUNDITA S. LIM  
Director