



REPUBLIC OF THE PHILIPPINES  
Office of the President

# PHILIPPINE CHARITY SWEEPSTAKES OFFICE

Sun Plaza Building, 1507 Shaw Boulevard corner Princeton St., Mandaluyong City 1552  
www.pcso.gov.ph

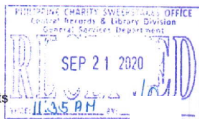


Management  
System  
ISO 9001:2015

40-2020-281

MEMORANDUM NO. 09-06M-316

21 SEPTEMBER 2020



FOR : Heads of Offices and Departments  
FROM : The Vice Chairperson and General Manager  
SUBJECT : SUBMISSION OF BPCR/DPCR/IPCR FOR CY 2020

1. Reference: Submission of Branch Performance Commitment Review (BPCR), Division Performance Commitment Review (DPCR), Individual Performance Commitment Review (IPCR) for CY 2020.
2. In view thereof, you are hereby directed to submit the following BPCR/DPCR/IPCR to the Human Resources Department (HRD):
  - a. 1<sup>st</sup> Semester Forms 1 and 2 CY 2020
  - b. 2<sup>nd</sup> Semester Forms 1 CY 2020
3. Employees who achieved a rating of Outstanding in their BPCR/DPCR/IPCR shall attach therein document/s in support of their accomplishments.
4. Submissions of BPCR/DPCR/IPCR shall be per office or department with a Summary of Rankings (attached herewith). Please submit the scanned copy through [hrd@pcso.gov.ph](mailto:hrd@pcso.gov.ph) and hard copy to the Human Resources Department of the accomplished BPCR/DPCR/IPCR and Summary of Rankings NLT **30 September 2020**. The HRD shall not entertain individual submissions and lacking signatures/signed date.
5. For strict compliance.

**ROYINA M. GARMA**

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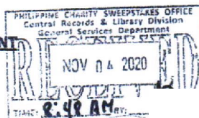


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CRLD # 2020-015

## HUMAN RESOURCES DEPARTMENT



**MEMORANDUM**  
**03 November 2020**

**FOR : ALL OFFICIALS AND EMPLOYEES**

**FROM : THE DEPARTMENT MANAGER III**  
Human Resource Department

**SUBJECT : FINAL DEADLINE OF SUBMISSION OF BPCR/DPCR/IPCR**

1. Reference: Memorandum No. 09-OGM-316 dated 21 September 2020.
2. Please submit your BPCR/DPCR/IPCR to the Human Resources Department not later than **15 November 2020**.
3. Employees who failed to comply shall be excluded from the grant of performance based benefits and shall be dealt with accordingly for non-compliance of reasonable office rules and regulations pursuant to the 2017 Rules on Administrative Cases in the Civil Service (RACCS).
4. For your information and guidance.

**JOHN DEREK N. PORCIUNCULA**

Copy furnished:  
Office of the General Manager



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**MEMORANDUM**

**FOR :** All Officials and Employees  
**FROM :** General Manager  
**SUBJECT :** **Submission of BPCR/DPCR/IPCR FOR CY 2020**  
**DATE :** 3 March 2021

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1. Reference: CSC MC No. 6 s. 2012 dated 19 March 2012, regarding guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS).

2. In view of the above reference, you are hereby directed to submit the following BPCR/DPCR/IPCR to the Human Resources Department for the period of July to December 2020:

a. BPCR/DPCR/IPCR Form 1 for CY 2020

b. BPCR/DPCR/IPCR Form 2 for CY 2020

3. Employees who achieved a rating of Outstanding in their BPCR/DPCR/IPCR shall attached their accomplishment report as the basis for the rating.

4. Submission of BPCR/DPCR/IPCR shall be per office or department with a Summary of Ranking (see attached file) and submit the soft copy of the said document through [hrd@pcso.gov.ph](mailto:hrd@pcso.gov.ph) not later than March 31, 2021.

5. HRD shall not receive individual submission and those with incomplete signatures.

6. For strict compliance.

**BY AUTHORITY OF THE GENERAL MANAGER:**

**REMELIZA M. GABUYO**  
Assistant General Manager  
Administrative Sector

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