



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

for filing!

OFFICE OF THE MUNICIPAL MAYOR

26 August 2021

MEMORANDUM:

No: 2021 - 046

To: ALL DEPARTMENT HEADS AND MUNICIPAL EMPLOYEES

SUBJECT: SUBMISSION OF OPCR AND IPCR FOR JANUARY – JUNE 2021
WITH SUMMARY LIST AND PLAN FOR JULY – DECEMBER
2021

This is to remind everybody for the submission of accomplishment reports. All department heads and employees are hereby directed to prepare your OPCR and IPCR for the rating period January – June 2021. In addition to these, please submit your plan for July – December 2021.

Format of the OPCR and IPCR Summary List is as follows:

Office Name: _____
OPCR Rating: _____
IPCR Ave. Rating: _____

Name of Staff	Rating	Adjective Rating	Signature
Average Rating			

Deadline of submission is on or before October 15, 2021.

For your guidance and strict compliance.

RONALDO M. MORADA
Municipal Mayor