



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 17-2017

TO : ALL JUDGES AND COURT PERSONNEL

RE : SUBMISSION OF OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR) AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR) FORMS UNDER THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

Pursuant to the Resolution of the Court *en banc* dated 7 June 2016, in A.M. No. 15-12-05-SC, which confirmed the Guidelines for the Implementation of a Strategic Performance Management System (SPMS) in the Judiciary, and for the information and guidance of all concerned, please be advised of the following:

I. For the rating period July to December 2016

A. OPCR Form

1. The accomplished OPCR Form shall be submitted to the Office of the concerned Deputy Court Administrator **on or before 31 January 2017**.
2. The accomplished OPCR Form shall include information on the following: Major Final Output (MFO); Success Indicators; Allotted Budget; Actual Accomplishments; and Remarks, if applicable.
3. For regular courts, the Presiding Judge, or in his absence, the Acting Presiding Judge, shall approve the accomplished OPCR Form. Where the court has not yet designated an Acting Presiding Judge in vacant courts, the Judge of the Pairing Court shall approve the OPCR Form. For the Office of the Clerk of Court (OCC), the Executive Judge shall approve the accomplished OPCR Form.

B. IPCR Form

1. The accomplished and rated IPCR Form shall be submitted to the Office of the Administrative Services – Office of the Court Administrator (OAS-OCA) **on or before 31 January 2017**.
2. The accomplished IPCR Form shall include information on the following: MFO; Success Indicators; Actual Accomplishments; and Rating, as evaluated by the Office Performance Management Team.
3. The Clerks of Court/OIC Clerks of Court in the OCC and in the respective branches shall forward the accomplished and rated IPCR Forms of all employees in the office/branch in one batch to the following:

For RTC Court Personnel –

**RTC Personnel Division
Office of Administrative Services
Office of the Court Administrator
Supreme Court of the Philippines
1000 Manila**

For MeTC, MTCC, MTC, MCTC, SDC and SCC Personnel –

**MTC, etc. Personnel Division
Office of Administrative Services
Office of the Court Administrator
Supreme Court of the Philippines
1000 Manila**

II. For the rating period January to December 2017

A. OPCR Form

1. The accomplished OPCR Form shall be submitted to the Office of the concerned Deputy Court Administrator **on or before 15 February 2017**.
2. The accomplished OPCR Form shall include information on the following: MFO; Success Indicators; and Allotted Budget.
3. The accomplished OPCR Form shall be for the whole year period of January to December.

B. IPCR Form

1. The IPCR Form shall be accomplished and submitted within thirty (30) days after the approval of the OPCR to the Office of the concerned Deputy Court Administrator.
2. The accomplished IPCR Form shall include information on the following: MFO and Success Indicators.

3. Adopting the same provisions on Section I (B)(2) and (3), the accomplished and rated IPCR Forms shall be submitted to the OAS-OCA on or before 31 July for the first semester period of January to June, and on or before 31 January of the following year for the second semester period of July to December.

III. For the rating period January to December 2018 onwards


A. OPCR Form

1. The accomplished OPCR Form shall be submitted to the Office of the concerned Deputy Court Administrator every 31st of January.
2. All other provisions found in Section II shall apply.

Any prior court issuances on performance rating and evaluation that are inconsistent with this Circular shall be deemed superseded.

Please be guided accordingly.

19 January 2017


JOSE MIDAS P. MARQUEZ
Court Administrator