



**MEMORANDUM**

**FOR** : **The Undersecretaries**  
Enforcement, Mining and Muslim Concerns  
Special Concerns

**The Assistant Secretaries**  
Finance, Information Systems and Mining Concerns  
Enforcement  
Administration and Human Resources

**The Directors**  
Climate Change  
Environmental Management Bureau  
Mines and Geosciences Bureau

**Administrator**  
NAMRIA

**FROM** : **The OIC, Director**  
Policy and Planning Service

**SUBJECT** : **SUBMISSION OF FY 2021 OFFICE PERFORMANCE  
COMMITMENT AND REVIEW (OPCR)**

**DATE** : **09 JUN 2021**

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This has reference to the submission of FY 2021 Office Performance Commitment and Review (OPCR). Please be informed that based on our record, your respective Offices have yet to submit your FY 2021 OPCR. Based on our SPMS guideline, the deadline for submission of OPCR was last 31 March 2021. Non-submission will affect the PBB incentive of your Office.

In this regard, please submit your FY 2021 OPCR to this Office on or before 14 June 2021.

FOR COMPLIANCE, PLEASE.

  
**MELINDA C. CAPISTRANO**

Cc: The Chief, PMED  
The Chief, Personnel Division