



MEMORANDUM CIRCULAR No. 25
Series of 2026

TO: THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,
THE REGIONAL/ DEPARTMENT/ PROJECT MANAGERS, DIVISION
MANAGERS, AND ALL OTHERS CONCERNED

SUBJECT: CLARIFICATORY GUIDELINES ON THE COMPUTATION AND
SIGNATORIES OF INDIVIDUAL PERFORMANCE COMMITMENT AND
REVIEW (IPCR) FOR LEGAL POSITIONS PURSUANT TO MC NO. 79, S.
2025

This Circular is being issued to provide further clarification and guidelines in the implementation of Memorandum Circular No. 79, Series of 2025, entitled "**Enhancement of Individual Performance Commitment and Review (IPCR) Process for Legal Positions.**" The intent is to ensure a balanced, equitable, and focused evaluation of the performance of lawyers and legal researchers in field offices, aligning with their core legal roles and supporting administrative functions.

In line with the dual IPCR submission process outlined in MC No. 79, s. 2025, the following specific guidelines shall be observed effective the second semester of Calendar Year 2025:

1. Core Functions: Functional/Technical Output (70% Weight)

- a. *Scope:* Covers core legal duties that require the technical expertise of the Legal Services.
- b. *Inclusions:* Strictly limited to outputs subject to review by the Legal Services in the Central Office, including but not limited to preparation of pleadings, legal documents and correspondences, legal opinions, contract reviews, case handling, investigation reports, and providing legal advice.
- c. *Signatories:* The IPCR for this component shall be submitted directly to the Legal Services, Central Office.
 - Reviewer: Attorney V
 - Approving Authority: Manager, Legal Services



2. Support Functions: Administrative/Support Output (30% Weight)

- a. *Scope:* Covers administrative compliance and operational support to the Field Office.
- b. *Inclusions:* Participation in management conferences, submission of routine administrative reports, attendance, and other acts of cooperation with the Regional/Project Management.
- c. *Exclusions:* Tasks that are clerical or distinct from the legal job description, or trivial in nature (e.g., personal errands, non-official logistical tasks) shall not be included in the IPCR targets.
- d. *Signatories:* The IPCR for this component shall follow the standard field routing.
- Reviewer: Division Manager, Administrative and Finance Division
 - Approving Authority: Regional/Department/Project Manager

The final numerical rating shall be the weighted average of Core Functions (70%) and Support Functions (30%). The Administrative and Finance Division (AFD) of the respective Field Office shall be responsible for consolidating the two scores to produce the Final Rating.

This Circular shall take effect immediately and shall remain in force unless revoked or amended.

For strict compliance.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

Date 05 MAR 2026

References:

1. Memorandum Circular No. 44, series 2025: Reiteration and Clarification of Memorandum Circular No. 19, series of 2021 "Creation and Hiring of Attorney IV/SG-23 in the Regional Offices"
2. Memorandum Circular No. 79: Enhancement of Individual Performance Commitment and Review (IPCR) Process for Legal Positions