



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 49 536 3468 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

04 July 2022

MEMORANDUM NO. 25

Series of 2022

TO : All Vice-Chancellors, Deans, Directors, and Unit Heads

SUBJECT: Submission of SPMS January to June 2022 Ratings and July to December 2022 Targets

All units and offices are required to submit the a) summary lists of IPCR January to June 2022 Ratings, b) consolidated IPCR January to June 2022 Ratings, c) summary lists of IPCR July to December 2022 Targets, d) consolidated IPCR July to December 2022 Targets, e) PMT Minutes of Meeting, f) July to December 2022 OPCR Targets, and g) January to June 2022 OPCR Ratings through the link below:

<https://tinyurl.com/SPMSSubmissions>

As required by the Civil Service Commission's Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), PMT Minutes of Meetings and Staff Development Plan and Coaching and Monitoring Journal for the rating period shall be submitted.

SUBMISSION	DETAILS
1. Scanned copy of signed Summary List of July to December 2022 IPCR Targets in PDF format (.pdf)	With original signatures of the following: <ul style="list-style-type: none">• Administrative Staff who prepared the list• PMT Members• PMT Chair
2. Summary List of July to December 2022 IPCR Targets in excel file (.xls, .xlsx)	<ul style="list-style-type: none">• Excel file with the same data as the signed scanned copy• No signatures required
3. Consolidated scanned copy of signed July to December 2022 IPCR Targets in PDF format (.pdf)	With original signatures and date signed of the following: <ul style="list-style-type: none">• Supervisor• Ratee

4. Scanned copy of signed PMT Minutes of Meeting (Target Setting) in PDF format (.pdf)	With original signatures of the following: <ul style="list-style-type: none"> ● PMT Members ● PMT Chair
5. Scanned copy of signed Summary List of January to June 2022 IPCR Ratings in pdf format (.pdf)	With original signatures of the following: <ul style="list-style-type: none"> ● Administrative Staff who prepared the list ● PMT Members ● PMT Chair
6. Summary List of January to June 2022 IPCR Ratings in Excel file (.xls, .xlsx)	<ul style="list-style-type: none"> ● Excel file with the same data as the signed scanned copy ● No signatures required
7. Consolidated scanned copy of signed January to June 2022 IPCR Ratings in PDF format (.pdf)	With original signatures of the following: <ul style="list-style-type: none"> ● Supervisor ● Ratee
8. Scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF format (.pdf)	With original signatures of the following: <ul style="list-style-type: none"> ● PMT Members ● PMT Chair
9. Scanned copy of signed January to June 2022 OPCR Ratings	With original signatures of the following: <ul style="list-style-type: none"> ● PMT Members ● PMT Chair
10. Scanned copy of signed July to December 2022 OPCR Targets	With original signatures of the following: <ul style="list-style-type: none"> ● PMT Members ● PMT Chair

The Unit's Administrative Personnel in-charge of preparing and submitting both signed scanned copy and raw Excel file of Summary Lists of IPCR Ratings/Targets must make sure that submitted data online are the same as the IPCR Ratings' hard copies. Please take note of the following:

- Schedule of Submissions

SPMS	Deadline
July to December 2022 Targets	15 July 2022
January to June 2022 Ratings	31 July 2022

- Two (2) hardcopies of signed IPCR Ratings, Targets, Coaching and Monitoring Journal, Staff Development Forms and its Summary Lists must be kept in respective units.
- Consolidated signed and scanned IPCR and OPCR Targets and Ratings in a single drive folder must be shared with vgamatorio@up.edu.ph, agleda@up.edu.ph & rpmanipol@up.edu.ph.

For more information, you may email hrdo.uplb@up.edu.ph.

For your guidance and compliance.



ROLANDO T. BELLO
Vice Chancellor