



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

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06 December 2021

MEMORANDUM NO. 40
Series of 2021

TO : All Vice Chancellors, Deans, Directors, Department Chairs and Heads of Units

SUBJECT: Submission of Summary List of IPCR Ratings for the period of 01 July to 30 November 2021 of Administrative Staff who were hired from 01 May to 30 November 2021

In preparation for the impending benefits such as SRI and PEI which rely on performance ratings, please prepare and submit online the summary list of IPCR Ratings for the period of July to November 2021 of Administrative Staff who were hired from 01 May to 30 November 2021 through the link below:

<https://forms.gle/EfAQ9f746P8MfhmWA>



As required by the Civil Service Commissions' Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), PMT Minutes of Meetings for the ratings shall be submitted.

SUBMISSION	DETAILS
1. Scanned copy of signed IPCR Ratings Summary List for the period July to November 2021 in PDF format	With original signatures of the following: <ul style="list-style-type: none">• Administrative Staff who prepared the list• PMT Members• PMT Chair
2. Soft copy of IPCR Ratings Summary List for the period July to November 2021 in Excel format	<ul style="list-style-type: none">• Excel file with the same data as the signed scanned copy• No signature required
3. Scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF format	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 List of IPCR Ratings must make sure that submitted data online are the same with IPCR Ratings' hard copies. Please take note of the following:

- Schedule of Submission is **on or before 10 December 2021**
- Only the ratings of Administrative Staff who were hired from 01 May to 30 November 2021 will be submitted
- Two (2) hardcopies of signed IPCR Ratings and its Summary Lists must be kept in their respective units
- Adopt the performance rating scale enumerated below.

Adjectival Rating	Percent Range	Numerical Point Range	Numerical Rating
Outstanding	130% & above	4.51 to 5.00	5
Very Satisfactory	115% - 129%	3.51 to 4.50	4
Satisfactory	100% - 114%	2.51 to 3.50	3
Unsatisfactory	51% - 99%	1.51 to 2.50	2
Poor	50% & below	1.00 to 1.50	1

- Performance Rating Summary List must be duly assessed and reviewed by Unit's Performance Management Team (PMT) and documented using the attached PMT Minutes of Meeting template.

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

For compliance.



ROLANDO T. BELLO
Vice Chancellor