



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

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10 January 2022

MEMORANDUM NO. 07

Series of 2022

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

SUBJECT: Submission of SPMS July to December 2021 Ratings and January to June 2022 Targets

All units and offices are required to submit the summary lists of IPCR July to December 2021 Ratings, summary lists of IPCR January to June 2022 Targets and PMT Minutes of Meeting through the link below:

<https://forms.gle/fC2gHoNpEi2uVbNc9>



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

SUBMISSION	DETAILS
1. Scanned copy of signed Summary List of January to June 2022 IPCR Targets 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



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2. Soft copy of Summary List of January to June 2022 IPCR Targets 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 (Target Setting) in PDF format	With original signatures of the following: <ul style="list-style-type: none"> ● PMT Members ● PMT Chair
4. Scanned copy of signed Summary List of July to December 2021 IPCR Ratings 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
5. Soft copy of Summary List of July to December 2021 IPCR Ratings in Excel format	<ul style="list-style-type: none"> ● Excel file with the same data as the signed scanned copy ● No signature required
6. 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/Targets must make sure that submitted data online are the same with IPCR Ratings' hard copies. Please take note of the following:

- Schedule of Submission

Summary List of January to June 2022 IPCR Targets	15 January 2022
Summary List of July to December 2021 IPCR Ratings	31 January 2022

- Two (2) hardcopies of signed IPCR Ratings, Targets, Staff Development Forms and its Summary Lists must be kept in their respective units
- Scanned copy of OPCR Ratings/Targets must be submitted to OVCPD via ovcpd.uplb@up.edu.ph with email subject: OPCR Targets/Rating Unit's Name



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- 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 PMT Minutes of Meeting template in the link below.
<https://drive.google.com/file/d/1Wq1ZUinucoqejB28zXGtn-BfzK6QmdZK/view>
- For those administrative personnel with Outstanding “O” Rating, Monthly Performance Output Report (MPOR) or Accomplishment Report must be attached to their IPCR Rating hardcopy.
- Individual Performance Monitoring and Coaching Journal, and the Staff Development Plan must be attached to IPCR ratings hardcopy.

You can access the journal in the link below.

https://docs.google.com/document/d/1_kFOMa_vPC-OBNs_5pq36E0L2tyQGmyP/copy

You can access the template for the staff development plan in the link below.

<https://drive.google.com/file/d/1IGQWGzeGfdj9L6efOXkU1ZQiqeBTddri/view>

- Do not forget to affix required signatures in the OPCR/IPCR forms.
- e-Signatures may be used.

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

For compliance.


ROLANDO T. BELLO
Vice Chancellor