



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

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25 January 2022

MEMORANDUM NO. 08

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 through UIS**

This is to reiterate Memorandum No. NGY 22- 09 dated 14 January 2022, with the subject "**Reminders: Strategic Performance Management System (SPMS) and Step Increments based on Meritorious Performance for CY 2021**", to wit:

The Target Setting for the Strategic Performance Management System I for 2022 (SPMS I January to June 2022) through the Human Resources Information System (HRIS) is extended until 31 January 2022. Supervisors and employees must complete the Individual Performance Commitment Review (IPCR) target setting through HRIS on or before the said date.

Since UIS is implementing the single sign-on feature, password reset should be coordinated with the ITC office (itc.uplb@up.edu.ph). All issues encountered on SPMS through UIS (e.g. accounts, updating of supervisors) must be submitted in the link below: <https://forms.gle/TzQGRydbj7dSjwMLA>

The submission of SPMS Targets and Ratings as per OVCA Memorandum No. 7, dated 10 January 2022 will still continue. Deadline for submission of SPMS targets is extended until 31 January 2022.

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

For compliance.


ROLANDO T. BELLO
Vice Chancellor