



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

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14 February 2022

MEMORANDUM NO. 10

Series of 2022

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

SUBJECT: Composition of Unit's Performance Management Team

Pursuant to the CSC Approved UP Strategic Performance Management System dated 25 March 2015, all offices and colleges must constitute a Performance Management Team (PMT) for administrative staff:

I. College/Unit PMT members:

1. Dean/Director/Head of Office or duly authorized representative as Chair
2. One representative from the 1st level employees nominated by the accredited union
3. One representative from the 2nd level employees
4. College/unit administrative officers who shall serve as the secretary of the PMT

II. The following are the College/Unit's PMT functions:

A. Office Targets and Performance

- a. Conduct a strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submit the Office Performance Commitment and Review Form (OPCR) to the Office responsible with CU plans and programs.
- b. Undertake an initial assessment of Office performance using the approved Office Performance Commitment and Review Form (OPCR).

B. Individual Targets and Performance

- a. Review and approve individual employee's Performance Commitment and Review for submission to the HRDO before the start of the performance period.
- b. Determine final assessment of performance level of the individual employees in his/her office based on proof or performance.



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- c. Inform employees of the final rating and identify necessary interventions to employees based on the assessment of developmental needs.
- d. Recommend and discuss a development plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepare written notice/advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service.
- e. The development plan shall be discussed with the concerned subordinates as soon as possible.
- f. In case of "Unsatisfactory" rating, a written notice shall be issued to the employee. The employee shall be advised in writing by the head of office that failure to improve performance after two consecutive unsatisfactory ratings shall be grounds for being dropped from the rolls.

III. The Deans and Directors of colleges and units shall provide the HRDO and the PMT with data on college/unit retention, skill/competency gaps, and talent development plans with their specific strategic plans aligned with UP Strategic Plans.

Note: Units with less than 10 administrative employees shall have clustered PMT

Using your UP email, please have your authorized administrative officer/staff submit the members of your unit's HRDC using the hyperlink below on or before Tuesday, 18 February 2022 at 12 noon.

<https://docs.google.com/forms/d/e/1FAIpQLSfvLuPb2bsTg-sBfm8LdBR3lRvyK8G3gOFmGz-sjV3J6z2ceA/viewform>

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

For compliance.


ROLANDO T. BELLO
Vice Chancellor