



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 | +63 999-221-1489 | [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

11 January 2023

**MEMORANDUM NO. 05**

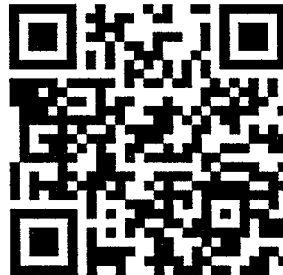
Series of 2023

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

**SUBJECT: Submission of SPMS July to December 2022 Ratings and January to June 2023 Targets**

All units and offices are required to submit the following:

- A) Summary lists of IPCR July to December 2022 Ratings;
- B) Consolidated IPCR July to December 2022 Ratings;
- C) Summary lists of IPCR January to June 2023 Targets;
- D) Consolidated IPCR January to June 2023 Targets;
- E) PMT Minutes of Meeting for July to Dec 2022 Rating and January to June 2023 Targets;
- F) January to June 2023 OPCR Targets; and
- G) July to December 2022 OPCR Ratings through the link below:



<https://tinyurl.com/SPMSSubmissions2023>

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 and Coaching and Monitoring Journal for the rating period shall also be submitted.

Below are the details of the submissions:

SUBMISSION	DETAILS
1. Scanned copy of signed Summary List of January to June 2023 IPCR Targets in PDF format (.pdf)	With original signatures of the following: <ul style="list-style-type: none"><li>• Administrative Staff who prepared the list</li><li>• PMT Members</li><li>• PMT Chair</li></ul> To be uploaded in the Google Form

<p>2. Summary List of January to June 2023 IPCR Targets in excel format (.xls, .xlsx)</p>	<ul style="list-style-type: none"> <li>● Excel file with the same data as the signed scanned copy</li> <li>● No signatures required</li> </ul> <p>To be uploaded in the Google Form</p>
<p>3. Consolidated scanned copy of signed January to June 2023 IPCR Targets in PDF format (.pdf)</p>	<p>With original signatures and date signed of the following:</p> <ul style="list-style-type: none"> <li>● Head of Unit</li> <li>● Supervisor</li> <li>● Ratee</li> </ul> <p>To be compiled in one Google Drive folder and Google Drive link must be indicated in the Google Form.</p>
<p>4. Scanned copy of signed PMT Minutes of Meeting (Target Setting) in PDF format (.pdf)</p>	<p>With original signatures of the following:</p> <ul style="list-style-type: none"> <li>● PMT Members</li> <li>● PMT Chair</li> </ul>
<p>5. Scanned copy of signed Summary List of July to December 2022 IPCR Ratings in PDF format (.pdf)</p>	<p>With original signatures of the following:</p> <ul style="list-style-type: none"> <li>● Administrative Staff who prepared the list</li> <li>● PMT Members</li> <li>● PMT Chair</li> </ul>
<p>6. Summary List of July to December 2022 IPCR Ratings in excel format (.xls, .xlsx)</p>	<ul style="list-style-type: none"> <li>● Excel file with the same data as the signed scanned copy</li> <li>● No signatures required</li> </ul>
<p>7. Consolidated scanned copy of signed July to December 2022 IPCR Ratings in PDF format (.pdf)</p>	<p>With original signatures and date signed of the following:</p> <ul style="list-style-type: none"> <li>● Head of Unit</li> <li>● Supervisor</li> <li>● Ratee</li> </ul> <p>To be compiled in one Google Drive folder and Google Drive link must be indicated in the Google Form.</p>
<p>8. Scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF format</p>	<p>With original signatures of the following:</p> <ul style="list-style-type: none"> <li>● PMT Members</li> <li>● PMT Chair</li> </ul>
<p>9. Scanned copy of signed July to December 2022 OPCR Ratings</p>	<p>With original signatures of the following:</p> <ul style="list-style-type: none"> <li>● PMT Members</li> <li>● PMT Chair</li> </ul>
<p>10. Scanned copy of signed January to June 2023 OPCR Targets</p>	<p>With original signatures of the following:</p> <ul style="list-style-type: none"> <li>● PMT Members</li> <li>● PMT Chair</li> </ul>

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/Targets hard copies. Please take note of the following:

- **Schedule of Submission**

<b>January to June 2023 IPCR Targets</b>	<b>15 January 2023</b>
<b>July to December 2022 IPCR Ratings</b>	<b>31 January 2023</b>

- Two (2) hardcopies of signed IPCR Ratings and Targets, Summary Lists, Coaching and Monitoring Journal and Staff Development Forms must be kept in their respective units and a Google Drive for the e-copies must be maintained.

For more information, you may email [hrdo.uplb@up.edu.ph](mailto:hrdo.uplb@up.edu.ph).

For compliance.



**ROLANDO T. BELLO**  
Vice Chancellor