



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

3/F Bienvenido M. Gonzales Hall, UP Los Baños, College, Laguna 4031 Philippines
+63 999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

11 July 2023

MEMORANDUM NO. 27
Series of 2023

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

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

All units and offices are required to submit the following:

IPCR Targets (15 July 2023)

1. Scanned Summary list of IPCR July to December 2023 Targets;
2. Summary list of IPCR July to December 2023 Targets in Excel format;
3. Unit's Google Drive link for the consolidated IPCR July to December 2023 Targets;
4. Scanned PMT Minutes of Meeting for July to December 2023 Target setting;
5. Scanned July to December 2023 OPCR Targets; and
6. Consolidated hard copies of unit's IPCR/OPCR Targets with a summary list

IPCR Ratings (31 July 2023)

1. Scanned Summary list of IPCR January to June 2023 Ratings;
2. Summary list of IPCR January to June 2023 Ratings in Excel format;
3. Unit's Google Drive link for the consolidated IPCR January to June 2023 Ratings;
4. Scanned PMT Minutes of Meeting for January to June 2023 Appraisal;
5. Scanned January to June 2023 OPCR Ratings; and
6. Consolidated hard copies of unit's IPCR/OPCR Ratings with a summary list

DOCUMENT	SUBMIT TO
E-copies of Targets and Ratings	https://tinyurl.com/SPMSSubmissions2023
Consolidated hard copies of IPCR/OPCR Targets/Ratings with a summary list	Human Resources Development Office (HRDO)

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.



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Below are the details of the submissions:

SUBMISSION	DETAILS
1. Scanned copy of signed Summary List of July to December 2023 IPCR Targets in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> ● Administrative Staff who prepared the list ● PMT Members ● PMT Chair To be uploaded in the Google Form
2. Summary List of July to December 2023 IPCR Targets in Excel format (.xls, .xlsx)	<ul style="list-style-type: none"> ● Excel file with the same data as the signed scanned copy ● No signatures required To be uploaded in the Google Form
3. Google Drive link of the consolidated scanned copy of signed July to December 2023 IPCR Targets in PDF format (.pdf)	With wet signatures and date signed of the following: <ul style="list-style-type: none"> ● Head of Unit ● Supervisor ● Ratee IPCRs must be compiled in one Google Drive folder. The Google Drive link must be indicated in the Google Form and the drive must be set to viewer mode and shared with agleda@up.edu.ph and rpmanipol@up.edu.ph
4. Scanned copy of signed PMT Minutes of Meeting (Target Setting) in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> ● PMT Members ● PMT Chair
5. Scanned copy of signed July to December 2023 OPCR Targets in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> ● Administrative Staff who prepared the list ● PMT Members ● PMT Chair
6. Consolidated hard copies of unit's IPCR/OPCR Targets with a summary list	<ul style="list-style-type: none"> ● One copy of IPCR Targets per staff ● One copy of OPCR Target per unit ● One copy of Summary list per unit ● Must be arranged in alphabetical order as listed in the summary list
7. Scanned copy of signed Summary List of January to June 2023 IPCR Ratings in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> ● Administrative Staff who prepared the list ● PMT Members ● PMT Chair To be uploaded in the Google Form
8. Summary List of January to June 2023 IPCR Ratings in Excel format (.xls, .xlsx)	<ul style="list-style-type: none"> ● Excel file with the same data as the signed scanned copy ● No signatures required



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9. Google Drive link of the consolidated scanned copy of signed January to June 2023 IPCR Ratings in PDF format (.pdf)	With wet signatures and date signed of the following: <ul style="list-style-type: none">● Head of Unit● Supervisor● Ratee IPCRs must be compiled in one Google Drive folder. The Google Drive link must be indicated in the Google Form and the drive must be set to viewer mode and shared with agledda@up.edu.ph and rpmanipol@up.edu.ph
10. Scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF format	With wet signatures of the following: <ul style="list-style-type: none">● PMT Members● PMT Chair
11. Scanned copy of signed January to June 2023 OPCR Ratings in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none">● Administrative Staff who prepared the list● PMT Members● PMT Chair
12. Consolidated hard copies of unit's IPCR/OPCR Ratings with summary list	<ul style="list-style-type: none">● One copy of IPCR Ratings per staff● One copy of OPCR Rating per unit● One copy of Summary list per unit● Must be arranged in alphabetical order as listed in the summary list

The Unit's Administrative Personnel in-charge of preparing and submitting both signed scanned copies and raw Excel files of Summary List of IPCR Ratings/Targets must ensure that the submitted data online are identical to IPCR Ratings/Targets hard copies.

Also units must keep hard copies of IPCR/OPCR Ratings and Targets, Summary Lists, Coaching and Monitoring Journal, and Staff Development Forms and a Google Drive for the above-mentioned documents must be maintained.

In case of no rating, unsatisfactory/poor rating and staff under protest, please report immediately to HRDO.

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

For compliance.


ROLANDO T. BELLO
Vice Chancellor