



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

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26 September 2023

MEMORANDUM NO. 35

Series of 2023

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

SUBJECT: Submission of SPMS Ratings for the year 2020 - 2022

As stipulated in the Proclamation No. 297 s. 2023 by the President of the Philippines lifting the State of Public Health Emergency Throughout the Philippines due to COVID-19 on 21 July 2023, and to comply with the UP Strategic Performance Management System (SPMS) guidelines, all units and offices are required to submit the consolidated hard copies of your respective unit's Office Performance Commitment and Review (OPCR) and Individual Performance Commitment and Review (IPCR) Ratings to HRDO for the following rating periods:

**Schedule of Submission**

Dates of Submission	Rating Period
October 2 to 5, 2023	Jan. to June 2022 and July to Dec. 2022
October 16 to 19, 2023	Jan. to June 2021 and July to Dec. 2021
October 23 to 26, 2023	Jan. to June 2020 and July to Dec. 2020

Below are the details of the submission:

Submission	Details
1. Summary list	One (1) copy of the Summary list per unit with wet signatures of the following: <b>Administrative Staff who prepared the list, Head of Office, PMT Members, and PMT Chair</b>
2. Office Performance Commitment and Review (OPCR)	One (1) copy of the OPCR Rating with wet signatures

Submission	Details
3. Consolidated hard copies of IPCRs	<ul style="list-style-type: none"> <li>● One (1) copy of IPCR Ratings per staff with <b>wet signatures</b> of the following: <b>Head of Unit, Immediate Supervisor, and Ratee</b></li> <li>● OICs are not allowed to sign the IPCR Ratings</li> <li>● Please check the rating from your submitted Summary List submitted via Google Form</li> <li>● Must be arranged in alphabetical order as listed in the summary list</li> </ul>
4. Copy of signed PMT Minutes of Meeting (Appraisal)	With signatures of the PMT Members and PMT Chair

The **Unit's Administrative Personnel** in charge of submitting the consolidated hard copies must ensure the completeness and accuracy of the submitted documents.

In anticipation of the upcoming assessment for the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) by the Civil Service Commission (CSC), the IPCRs must be filed in the 201 Folder at the Records Management Office.

For more information, you may email [hrdo.uplb@up.edu.ph](mailto:hrdo.uplb@up.edu.ph) or Ms. Shiela Pasia at [sspasia@up.edu.ph](mailto:sspasia@up.edu.ph).

For compliance.

  
**ROLANDO T. BELLO**  
 Vice Chancellor