



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

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10 January 2024

**MEMORANDUM NO. 04**

Series of 2024

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

**SUBJECT: Submission of SPMS July to December 2023 Ratings and January to June 2024 Targets**

All units and offices are required to submit the following:

**A. IPCR Targets (Deadline: 15 January 2024)**

1. Scanned Summary list of IPCR January to June 2024 Targets;
2. Summary list of IPCR January to June 2024 Targets in Excel format;
3. Unit's Google Drive link for the consolidated IPCR January to June 2024 Targets;
4. Scanned PMT Minutes of Meeting for January to June 2024 Target setting;
5. Scanned January to June 2024 OPCR Targets.
6. Consolidated hard copies of the unit's IPCR/OPCR Targets with a summary List and PMT Minutes of the Meeting.

**B. IPCR Ratings (Deadline: 31 January 2024)**

1. Scanned Summary list of IPCR July to December 2023 Ratings;
2. Summary list of IPCR July to December 2023 in Excel format;
3. Unit's Google Drive link for the consolidated IPCR July to December 2023 Ratings;
4. Scanned PMT Minutes of Meeting for July to December 2023 Appraisal;
5. Scanned Staff Development Plan, and Coaching & Monitoring Journal for July to December 2023;
6. Scanned July to December 2023 OPCR Ratings; and
7. Consolidated hard copies of the unit's IPCR/OPCR Ratings with a summary list, PMT Minutes of the meeting, Staff Development Plan, and Coaching & Monitoring Journal.

DOCUMENT	SUBMIT TO
E-copies of Targets and Ratings	<a href="http://tinyurl.com/SPMSSubmissions2024">http://tinyurl.com/SPMSSubmissions2024</a>
Consolidated hard copies of IPCR/OPCR Targets and Ratings with a summary list and other attachments	Human Resources Development Office (HRDO)

Below are the details of the submissions.

IPCR/OPCR Targets	
SUBMISSION	DETAILS
<b>Via Google Form (Soft Copies)</b>	
1. Scanned copy of the signed Summary List of January to June 2024 IPCR Targets in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> <li>• Administrative Staff who prepared the list</li> <li>• Head of Office</li> <li>• PMT Members</li> <li>• PMT Chair</li> </ul> To be uploaded in the Google Form
2. Summary List of January to June 2024 IPCR Targets in Excel format (.xls, .xlsx)	<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> To be uploaded in the Google Form
3. <b>Google Drive link</b> of the consolidated scanned copy of signed January to June 2024 IPCR Targets in PDF format (.pdf)	Scanned Targets with wet signatures and date signed (no later than January 15, 2024) of the following: <ul style="list-style-type: none"> <li>• Head of Unit</li> <li>• Supervisor</li> <li>• Ratee</li> </ul> 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 sspasia@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"> <li>• PMT Members</li> <li>• PMT Chair</li> </ul>
5. Scanned copy of signed January to June 2024 OPCR Targets in PDF format (.pdf)	With wet signatures <ul style="list-style-type: none"> <li>• Head of unit/office</li> <li>• Appropriate Head of the respective unit/office or Head of Agency (whichever is applicable)</li> <li>• PMT Members/Secretariat</li> <li>• PMT Chair</li> </ul>
<b>HRDO (Hard Copies)</b>	
6. Consolidated hard copies of the unit's IPCR/OPCR Targets with a summary List, and PMT Minutes of the Meeting	<ul style="list-style-type: none"> <li>• One copy of IPCR Targets per staff</li> <li>• One copy of OPCR Targets per unit</li> <li>• One copy of Summary List per unit</li> </ul> Must be arranged in alphabetical order as listed in the summary list Copies must bear wet signatures

**IPCR/OPCR Ratings**


SUBMISSION	DETAILS
<b>Via Google Form (Soft Copies)</b>	
1. Scanned copy of signed Summary List of July to December 2023 IPCR Ratings in PDF format (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> <li>● Administrative Staff who prepared the list</li> <li>● Head of Office</li> <li>● PMT Members</li> <li>● PMT Chair</li> </ul> To be uploaded in the Google Form
2. Summary List of July to December 2023 IPCR Ratings in Excel format (.xls, .xlsx)	<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>
3. <b>Google Drive link</b> of the consolidated scanned copy of signed July to December 2023 IPCR Ratings in PDF format (.pdf)	Scanned Ratings with wet signatures and date signed (no later than January 31, 2024) of the following: <ul style="list-style-type: none"> <li>● Head of Unit</li> <li>● Supervisor</li> <li>● Ratee</li> </ul> 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 sspasia@up.edu.ph and rpmanipol@up.edu.ph. Additionally, proofs and/or justification for an “Outstanding” rating should also be uploaded.
4. Scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF format	With wet signatures of the following: <ul style="list-style-type: none"> <li>● PMT Members</li> <li>● PMT Chair</li> </ul>
5. Scanned copy of signed July to December 2023 OPCR Ratings in PDF format (.pdf)	With wet signatures <ul style="list-style-type: none"> <li>● Head of unit/office</li> <li>● Appropriate Head of the respective unit/office or Head of Agency (whichever is applicable)</li> <li>● PMT Members/Secretariat</li> <li>● PMT Chair</li> </ul> Kindly ensure to upload scanned copies of OPCR Ratings in the designated Google Form. Specifically, submit scanned/soft copies of proofs only for ratings classified as Outstanding.
<b>HRDO (Hard Copies)</b>	
6. Consolidated hard copies of the unit’s IPCR/OPCR Ratings with a summary list, PMT Minutes of the Meeting, Staff Development Plan, and Coaching and Monitoring Journal.	<ul style="list-style-type: none"> <li>● <b>Two copies</b> of IPCR Ratings per staff</li> <li>● <b>Two copies</b> of OPCR Rating per unit</li> <li>● <b>Two copies</b> of Summary list per unit               <ul style="list-style-type: none"> <li>● One copy of Staff Development Plan and Coaching and Monitoring Journal per staff</li> </ul> </li> <li>● Must be arranged <b>in alphabetical order</b> as listed in the summary list</li> </ul> OICs (Officers in Charge) are not authorized to sign the IPCR/OPCR Ratings, except in cases

	<p>where the designated OIC is appointed as per established protocols or in the prolonged absence of the responsible signatories.</p> <p>No need to attach/submit hard copies of proofs validating IPCR/OPCR Ratings but make sure to upload it in the Google Drive shared with HRDO.</p>
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Template Links	
Summary List	<a href="http://tinyurl.com/IPCRSummaryListTemplate">http://tinyurl.com/IPCRSummaryListTemplate</a>
PMT Minutes	<a href="http://tinyurl.com/PMTMinutesTemplate">http://tinyurl.com/PMTMinutesTemplate</a>
IPCR	<a href="http://tinyurl.com/IPCRTemplate">http://tinyurl.com/IPCRTemplate</a>
OPCR	<a href="http://tinyurl.com/SPMSOPCRTemplate">http://tinyurl.com/SPMSOPCRTemplate</a>
Coaching and Monitoring (Individual)	<a href="http://tinyurl.com/CoachingandMonitoringForm">http://tinyurl.com/CoachingandMonitoringForm</a>
Staff Development Plan	<a href="http://tinyurl.com/StaffDevPlanTemplate">http://tinyurl.com/StaffDevPlanTemplate</a>

Please refer to the attached guidelines/reminders when preparing IPCR/OPCR.  
For more information, you may email Ms. Shiela Pasia at [sspasia@up.edu.ph](mailto:sspasia@up.edu.ph).

For compliance.

  
**ROLANDO T. BELLO**  
 Vice Chancellor

**General Reminders:**

- Kindly use a black or blue-inked pen when signing the IPCR and OPCR and its attachments.
- Ensure clear and legible print for the IPCR/OPCR while optimizing page space effectively.
- The Unit's Administrative Personnel in charge of preparing and submitting both signed scanned copies and raw Excel files of the Summary List of IPCR Ratings/Targets must ensure that the submitted data online are identical to IPCR Ratings/Targets hard copies.

**IPCR/OPCR Targets**

In the IPCR Targets, signatures are only required in the upper portion of the page. Meanwhile, in the OPCR Targets, signatures are required in the upper portion of the page, and at the dedicated “start of the rating period” segment located at the bottom of the page.

**IPCR/OPCR Ratings**

- Always **use whole numbers** when assigning rates for the rating column of Quality (Q1), Efficiency (E2), and Timeliness (T3) dimensions in the IPCR and OPCR. Decimal numbers should only be used in calculating Average rates and final average ratings.

Adjectival Rating	Numerical Rating
Outstanding	5
Very Satisfactory	4
Satisfactory	3
Unsatisfactory	2
Poor	1

- In the IPCR/OPCR Ratings, the date indicated on the first page or upper portion should reflect the date when the targets were established. For instance, for the July to December 2023 ratings, the target-setting date should not be later than July 15, 2023. Meanwhile, the date on the last page or lower section should denote the actual signing date, which should not extend beyond January 31, 2024. **Both upper and lower portions of the page must bear wet signatures**, and all boxes requiring signatures must be signed.
- In the IPCR/OPCR Ratings, make sure that the final average numerical rating (i.e., 4.75) should have an indicated corresponding adjectival rating (i.e., Outstanding).
- As stipulated in the approved UP SPMS guidelines, kindly note that the average of all individual performance assessments (IPCRs) **shall not be higher** than the collective performance assessment of the Office (OPCRs).
- Kindly use the IPCR Ratings Summary List Template in this link: <http://tinyurl.com/IPCRSummaryListTemplate> to include a column for the Adjectival rating equivalent.zxcV
- Final Average Rating

Adjectival Rating	Numerical Point Range
Outstanding	4.51 to 5.00
Very Satisfactory	3.51 to 4.50

Satisfactory	2.51 to 3.50
Unsatisfactory	1.51 to 2.50
Poor	< 1.50

### Performance Issues and Concerns

- In case of no rating, unsatisfactory/poor rating, and staff under protest, the employee, together with his/her immediate supervisor, shall resolve the performance issues/concerns following the hierarchical jurisdiction of various PMTs in the University (i.e., Unit PMT > College PMT > UPLB PMT (through HRDO)).
- Immediate reporting of performance issues and concerns to HRDO is a must.

### Sanctions (Excerpt from the approved UP SPMS Guidelines 2015)

- *Non-submission of OPCR/IPCR Ratings within specified dates shall be grounds for*
  - *Employees' disqualification for performance-based actions which would require a rating for the given period such as promotion, training, or scholarship grants and performance enhancement bonus if the failure of submission of the report form is the fault of the employees.*
  - *An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment review report.*
  - *Failure on the part of the Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be grounds for an administrative offense for neglect of duty.*