



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
+63 908-895-4872 | +63 999-221-1489 | ovca.uplb@up.edu.ph | www.uplb.edu.ph

16 January 2024

MEMORANDUM NO. 06

Series of 2024

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

SUBJECT: Implementation of the recently approved UP Strategic Performance Management System (SPMS) 2023

In reference to the [OVPA Memorandum No. ACR 24-11 Re Approved UP Strategic Performance Management System \(SPMS\)](#) dated 12 January 2024, the Civil Service Commission has recently approved the [UP SPMS 2023](#) which provides a comprehensive framework to the university's performance evaluation system.

The importance of promptly adhering to the said directives has been recognized. Moreover, the urgency to adopt the latest standards and criteria in the preparation of the performance targets for the period January to June 2024 has been acknowledged.

In consideration of these developments, **we kindly request all units and offices to please resubmit your respective office and individual targets** for the period January to June 2024 using the prescribed revised SPMS Forms below no later than **31 January 2024, Wednesday**.

1. [Individual Performance Commitment and Rating \(IPCR\)](#) UP SPMS Form 1 Revised 2021
2. [Office Performance Commitment and Rating \(OPCR\)](#) Form 2 Revised 2021

Also, please be advised that the **previous UP SPMS guidelines and old rating scale still apply for the SPMS ratings covering the period July to December 2023**. Kindly use the UP SPMS forms 2014 below.

1. [Individual Performance Commitment and Rating \(IPCR\)](#) UP SPMS Form 1 2014
2. [Office Performance Commitment and Rating \(OPCR\)](#) Form 2 2014

Below are the details for the submission of both SPMS targets and ratings.

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

The previously released OVCA Memorandum No. 04 s. 2024 is hereby amended. Thank you for your immediate attention and cooperation. For more information, you may email Ms. Mabel Manipol Jimera at rpmanipol@up.edu.ph or Ms. Shiela Pasia at sspasia@up.edu.ph.

For compliance.



ROLANDO T. BELLO
Vice Chancellor