



# 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 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)

04 July 2024

## MEMORANDUM NO. 17

Series of 2024

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

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

In compliance with the approved revised UP SPMS Guidelines 2023, all units and offices are required to submit the following:

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

1. Scanned signed Summary list of IPCR July to December 2024 Targets;
2. Summary list of IPCR July to December 2024 Targets in Excel format;
3. Unit's Google Drive link for the consolidated IPCR July to December 2024 Targets;
4. Scanned PMT Minutes of Meeting for July to December 2024 Target setting;
5. Scanned signed July to December 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 July 2024)**

1. Scanned signed Summary list of IPCR January to June 2024 Ratings;
2. Summary list of IPCR January to June 2024 in Excel format;
3. Unit's Google Drive link for the consolidated IPCR January to June 2024 Ratings;
4. Scanned PMT Minutes of Meeting for January to June 2024 Appraisal;
5. Coaching & Monitoring Journal for January to June 2024;
6. Scanned fully accomplished Staff Development Plan for January to June 2024 and Staff Development Plan for July to December 2024;
7. Scanned signed January to June 2024 OPCR Ratings; and
8. Consolidated hard copies of the unit's IPCR/OPCR Ratings with a summary list, PMT Minutes of the meeting, Staff Development Plan (2 sets), and Coaching & Monitoring Journal.

DOCUMENT	SUBMIT TO
E-copies of Targets and Ratings	<a href="https://tinyurl.com/SubmissionSPMS2024">https://tinyurl.com/SubmissionSPMS2024</a>
Consolidated hard copies of IPCR/OPCR Targets and Ratings with a summary list and other attachments	Human Resources Development Office (HRDO)

Prescribed final average rating scale.

Adjectival Rating	Numerical Point Range
Outstanding	5.00
Very Satisfactory	4.00 to 4.99
Satisfactory	3.00 to 3.99
Unsatisfactory	2.00 to 2.99
Poor	1.00 to 1.99

Below are the details of the submissions.

IPCR/OPCR Targets	
SUBMISSION	DETAILS
<b>Via Google Form (Soft Copies)</b>	
1. A scanned copy of the signed Summary List of July to December 2024 IPCR Targets in PDF (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> <li>• Administrative Staff who prepared the list</li> <li>• Head of unit/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 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 July to December 2024 IPCR Targets in PDF (.pdf)	Scanned Targets with wet signatures and date signed (no later than 15 July 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 <a href="mailto:withsspasia@up.edu.ph">withsspasia@up.edu.ph</a> and <a href="mailto:rpmanipol@up.edu.ph">rpmanipol@up.edu.ph</a>
4. A scanned copy of signed PMT Minutes of Meeting (Target Setting) in PDF (.pdf)	With wet signatures of the following: <ul style="list-style-type: none"> <li>• PMT Members</li> <li>• PMT Chair</li> </ul>
5. A scanned copy of signed July to December 2024 OPCR Targets in PDF (.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>

HRDO (Hard Copies)	
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 the Summary List per unit</li> </ul> <p>Must be arranged <b>in alphabetical order</b> as listed in the summary list and all copies must bear wet signatures</p>

IPCR/OPCR Ratings	
SUBMISSION	DETAILS
<b>Via Google Form (Soft Copies)</b>	
1. A scanned copy of signed Summary List of January to June 2024 IPCR Ratings in PDF (.pdf)	<p>With wet signatures of the following:</p> <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> <p>To be uploaded in the Google Form</p>
2. Summary List of January to June 2024 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 January to June 2024 IPCR Ratings in PDF (.pdf)	<p>Scanned Ratings with wet signatures and date signed (no later than 31 July 2024) of the following:</p> <ul style="list-style-type: none"> <li>• Head of Unit</li> <li>• Supervisor</li> <li>• Ratee</li> </ul> <p>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, <b>proofs and/or justification for an "Outstanding" rating should also be uploaded.</b></p>
4. A scanned copy of signed PMT Minutes of Meeting (Appraisal) in PDF (.pdf)	<p>With wet signatures of the following:</p> <ul style="list-style-type: none"> <li>• PMT Members</li> <li>• PMT Chair</li> </ul>
5. A scanned copy of the consolidated Coaching & Monitoring Journal (Office and Individual) for January to June 2024 in PDF (.pdf)	<p>With wet signatures of the following:</p> <ul style="list-style-type: none"> <li>• Coachee (Employee)</li> <li>• Coach (Supervisor)</li> </ul> <p>Accomplished UP SPMS Form 3 Office Performance Monitoring and Coaching Journal (OPMCJ) and UP SPMS Form 4 Individual Performance and Coaching Journal (IPMCJ) must also be uploaded to the designated Google Drive Folder and in the designated Google Form.</p>

6. Scanned copies of the fully accomplished Staff Development Plan for January to June 2024 and the Staff Development Plan for July to December 2024 in PDF (.pdf)	<p>With wet signatures of the following:</p> <ul style="list-style-type: none"> <li>• Employee</li> <li>• Supervisor</li> <li>• Head of Office</li> </ul> <p>Accomplished UP SPMS Form 5 Staff Development Plan must also be uploaded to the designated Google Drive Folder and in the designated Google Form.</p>
7. Scanned copy of signed January to June 2024 OPCR Ratings in PDF (.pdf)	<p>With wet signatures</p> <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> <p>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.</p>
<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>One copy</b> of IPCR Ratings per staff</li> <li>• <b>One copy</b> of OPCR Rating per unit</li> <li>• <b>One copy</b> of Summary list per unit</li> <li>• <b>One copy</b> of Staff Development Plan (January to June 2024)</li> <li>• <b>One copy</b> of Staff Development Plan (July to December 2024)</li> <li>• At least <b>one copy</b> of Coaching and Monitoring Journal per staff</li> <li>• Must be arranged in <b>alphabetical order</b> as listed in the summary list</li> <li>• All copies must bear wet signatures</li> </ul> <p>OICs (Officers in Charge) are not authorized to sign the IPCR/OPCR Ratings, except in cases where the designated OIC is appointed as per established protocols or in the prolonged absence of the responsible signatories.</p> <p><b>No need to attach/submit hard copies of proofs (ex. justification, MPOR, etc.) validating IPCR/OPCR Ratings but make sure to upload it in the Google Drive shared with HRDO.</b></p>

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 (Office and 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>

For more information, please refer to the SPMS [Frequently Asked Questions](#). If you have any other concerns, you may email Ms. Shiela Pasia at [sspasia@up.edu.ph](mailto:sspasia@up.edu.ph).

For compliance.



**ROLANDO T. BELLO**  
Vice Chancellor