



HRDO10003443

UNIVERSITY OF THE PHILIPPINES MANILA
8th Floor, Central Block, PGH Building, Taft Avenue, Manila
The Health Sciences Center

Office of the Chancellor

29 November 2016

MEMORANDUM NO. CCDP 2016- 120

TO : DEANS/DIRECTORS/HEADS OF OFFICES
Attention: Administrative Officers/Designees

FROM : *cf padilla*
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor *cf*

SUBJECT : Deadline for SPMS I and SPMS II Target Setting and Appraisal

Please find attached Memorandum No. MSVA 16-151 dated 28 November 2016 indicating the deadline for the submission of appraisal for SPMS I and, target setting and appraisal for SPMS II which are both on 19 December 2016.

Please be guided accordingly.



UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY
Shaping Minds that Shape the Nation
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

28 November 2016

MEMORANDUM NO. MSVA 16 – 151

FOR : Office of the President
Vice Presidents
Secretary of the University
Chancellors
Director, UP PGH

THROUGH : Vice Chancellors for Administration

ATTENTION : HRDO Directors/Heads
Heads of Offices

SUBJECT : **Deadline for SPMS I and SPMS II target setting and appraisal**

SPMS I appraisal and SPMS II target setting due date shall be extended until 19 December 2016 (Monday).

For SPMS II, target setting and appraisal shall be done simultaneously to be approved by the supervisors/heads of offices until 19 December 2016 (Monday).

In this regard, **the SPMS II target setting will be closed today.**


CUs / offices can start the SPMS II target setting along with the appraisal by tomorrow, 29 November 2016 (Tuesday).

OPCRs need not be tied to the cascading of SPMS II targets. All targets and ratings still need to be approved by the supervisors / heads of offices.

Requesting dissemination, please.

Please be guided by the following matrix:

SPMS Period	Target setting deadline	Deadline for appraisal
SPMS I (01 Jan to 30 Jun 2016)	Closed	19 Dec 2016
SPMS II (01 Jul to 31 Dec 2016)	Closed: 28 Nov 2016	19 Dec 2016 (target setting and appraisal)


MARAGTAS S.V. AMANTE
Vice President for Administration

cc: President Alfredo E. Pascual