

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



HRDO10003122

*Office of the Chancellor*

16 September 2016

MEMORANDUM NO. CCDP 2016- 087

TO : ALL ADMINISTRATIVE EMPLOYEES  
THRU : The Respective Unit/Office Heads  
FROM : *on m, 2*  
CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor  
SUBJECT : **Accomplishment and Submission of Performance Appraisal**

All administrative employees are hereby required to accomplish their performance appraisal for the rating period January – June 2016 **online** via the Human Resource Information System (HRIS), and submit a printed copy with complete and original signatures of the ratee and rater/s to the Human Resource Development Office (HRDO) **on or before 30 September 2016.**

Employees may seek assistance from their respective Administrative Officers and technical staff who attended the training sessions on the online IPCR appraisal conducted by the eUP HRIS Team last 24-26 August 2016. The HRDO technical staff may also be requested to provide further assistance and support on the matter.

For information, guidance and strict compliance.