

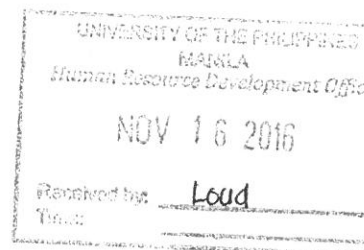


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UNIVERSITY OF THE PHILIPPINES MANILA
8th Floor, Central Block, PGH Building, Taft Avenue, Manila
The Health Sciences Center

Office of the Chancellor

11 November 2016



MEMORANDUM NO. CCDP 2016- 115

To : ALL ADMINISTRATIVE STAFF
Thru : Their Respective Heads/Supervisors
From : ~~CARMENCITA D. PADILLA, MD, MAHPS~~^{DU}
Chancellor
Subject : Submission of Performance Targets for July to December 2016

All administrative staff are required to submit their Performance Targets for July- December 2016, guided by the following instructions:

1. Accomplish the IPCR (Individual Performance Commitment and Review) form online through the HRIS (Human Resource Information System). Please seek assistance from the Administrative Officer or Technical Staff if necessary.
2. Download and print copy of completed IPCR Targets and submit to HRDO through the Administrative Officer. Targets should bear original signatures of the employee and the supervisor.

Deadline of submission to HRDO of the manual copies is on 29 November 2016.

For information, guidance and strict compliance.