



**UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION**



04 May 2017

MEMORANDUM NO. NGY 17 – 40

FOR : The Vice Presidents & Secretary of the University
The Chancellors
The Director, UP PGH

SUBJECT : **Online Posting, Target Setting & Appraisal Schedule of
UP SPMS I 2017 (UP APCR, OPCR and IPCRs)**

The UP Agency Performance Commitment & Review (APCR) is now ready for posting online for cascading to the Constituent Universities/Units (CUs).

Please be guided by the following indicative timeline, to provide for sufficient coaching and mentoring to help everyone accomplish their UP online SPMS I Target Setting for January-June 2017

Date	UP SPMS I Activities
05 May 2017	Online posting of UP APCR as approved by the President. <i>UP targets will be cascaded to the Chancellors, Vice Presidents, Secretary, and UP System Directors/Head of Units</i>
08-12 May 2017	Chancellors, Vice Presidents, Directors, and other Faculty Administrator cascade their respective CU Performance Commitment Review (OPCR)
15-19 May 2017	Vice Chancellors, AVPs, PGH Director, and other Faculty Administrators to cascade their target to Supervisors and Individuals (OPCRs)
22-31 May 2017	Target setting for supervisors and individuals (IPCRs)
01-09 June 2017	Final calibrations and improvements of targets
01 -31 July 2017	Appraisal

Online resources such as manuals and video tutorials are available online via <http://itdc.up.edu.ph/spms-manuals-and-video-tutorials/>

Kindly contact your respective HRDOs for any queries, concerns and requests for tutorial sessions.

For strict compliance.

NESTOR G. YUNQUE
Vice President for Administration

cc: Mr. Danilo L. Concepcion, President

Attachment : UP APCR I 2017 (Jan to June)