



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

10 January 2022

MEMORANDUM ORDER NO. CCDP 2022-006

FOR : DEANS, DIRECTORS AND HEADS OF UNITS  
SUBJECT : Submission of Strategic Plan Accomplishments and Office Performance Commitment and Review (OPCR) Targets and Appraisals and Budget Accountability Report (BAR)

In line with the continual improvement of the overall performance of UP Manila, all offices are required to submit the OPCR Targets and Appraisals and the Strategic Plan Accomplishments **on or before 31 January 2022**.

The approved strategic plan for 2018-2023 shall be the basic foundational document in setting the strategic direction of the office/ college, the OPCR and the BAR. Please refer to the [Approved Strategic Plan for 2018-2023](#)

Relative to this, please be guided by the following procedures:

1. **Strategic Plan for 2018-2023**

- a. Progress in achievement of the strategic plan shall be monitored continuously. Performance data shall be summarized into monthly and quarterly reports. Please refer to the [Strategic Plan Monitoring Template](#).
- b. The monthly and quarterly reports shall be submitted to the Office of the Vice Chancellor for Planning and Development.
- c. In light of new developments, amendments or new legal requirements, and significant changes in the scope of the management system, your own strategic plan may require revision. Additional programs may also be developed, or the implementation of existing ones may be extended to achieve set points.

2. **Strategic Plan Accomplishments for SY 2021**

- a. The strategic plan accomplishments for SY 2021 shall be based on the [Approved Strategic Plan for 2018-2023](#). Please refer to the [Strategic Plan Accomplishment Template for SY 2021](#).
- b. Submission of Strategic Plan Accomplishments shall be done annually.

3. **OPCR Targets and Appraisals**

- a. The OPCR Targets for January to June 2022 shall include the specific goals of the office/ college in the strategic plan and the functions of the office/ college.
- b. The OPCR Targets for January to June 2021 and July to December 2021 shall be reviewed and revised if necessary.
- c. The OPCR Targets and Appraisals shall be duly signed by the designated functionary.

4. **Budget Accountability Report**

- a. Provide copy/ies of the Budget Accountability Report that were previously submitted for 2021.

The soft copies of the duly accomplished OPCR Targets for January to June 2022, OPCR Ratings for January to June 2021 and July to December 2021, strategic plan accomplishments for SY 2021 and BAR shall be submitted to Ms. Melody Jane L. Rojo @ [mlrojo@up.edu.ph](mailto:mlrojo@up.edu.ph) on or before **31 January 2022**.

For your guidance, information, and compliance.

  
CARMENCITA D. PADILLA, MD, MAHPS  
Chancellor 