



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 ovpa@up.edu.ph

04 February 2022

MEMORANDUM NO. NGY 22 – 19

TO : Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/Deputy Director for Administration
HRDO Directors/Heads

SUBJECT : **Extension of Appraisal for SPMS II 2021 (July to December 2021)
until 15 February 2022**

Employees and supervisors are given until 15 February 2022 to complete the Appraisal for Strategic Performance Management System II 2021 (SPMS II July to December 2021) through the Human Resources Information System (HRIS).

All concerns and queries on SPMS through HRIS (e.g. accounts, updating of supervisors) must be directed to and managed by the respective CU/UP-PGH HRDOs, while password reset shall be coordinated directly by employees/supervisors to their CU/UP-PGH IT Office since the single-sign on (SSO) feature is being implemented in UIS.

HRDOs are requested to provide usual assistance on this matter.

For dissemination and compliance.

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President
Office of the Vice Presidents and Secretary of the University