

10 October 2014

For: **The Vice Presidents**  
**The Secretary of the University**  
**The Chancellors**

*Attention:* Vice Chancellors for Administration  
 Directors & Heads, U.P. HRDOs

From: **ALFREDO E. PASCUAL**  
 President

Subject: **Implementation of the UP Strategic Performance Management System (SPMS)**

After consultations, workshops and revisions, the UP Strategic Performance Management System (SPMS) as a work in progress is now ready for the final stages of implementation, in compliance with CSC Memorandum Circular No. 6 s.2012, "*Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)*". The UP SPMS guidelines shall be adopted and finalized by the fourth quarter of 2014. Implementation is crucial since step increases, merit incentives, promotions and other personnel actions shall not be allowed if the agency is not compliant by 01 January 2015.

The Chancellors and the Executive Offices of the UP System are hereby directed to implement the UP SPMS, through the CU / Office Performance Management Teams (PMTs), and schedule orientation / training workshops with deans, directors, office heads and employees. The CUs, through the PMTs are directed to complete the final testing of the Individual Performance Commitment Review (IPCR) and the Office Performance Commitment Review (OPCR) targets and ratings, tailor-fit with the niches and calibrated to the needs of the colleges, units and offices. In addition, the eUP HRIS is preparing for the UP SPMS online.

The schedule of submissions are as follows:

	<i>Rating periods</i>	<i>Deadlines for submission</i>
Performance Targets ( <i>IPCRs and OPCR</i> s under the UP SPMS)	01 January 2015 to June 2015	15 January 2015
Performance ratings (existing PES)	01 July to 30 September 2014	30 October 2014
Performance targets ( <i>IPCRs and OPCR</i> s under the UP SPMS)	01 October to 31 December 2014	30 October 2014
Performance ratings ( <i>IPCRs and OPCR</i> s under the UP SPMS)	01 October to 31 December 2014	31 January 2015

The UP SPMS documents including the IPCRs and OPCR and the other forms are posted in the HRDO website: <http://hrdo.upd.edu.ph/php> All CUs and units, including UP System offices are directed to devote the third week of October 2014 as "**UP SPMS Week**" dedicated for learning sessions, workshops and orientations on the UP SPMS. A brochure and guide is also in preparation. The Office of the Vice President for Administration (OVPA) is directed to monitor compliance, and consolidate further comments for improvement of the UP SPMS which you may send to: [ovpa@up.edu.ph](mailto:ovpa@up.edu.ph)