



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

✉ Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
☎ (02)8981-8500 loc. 2525/2526 ✉ ovpa@up.edu.ph

12 January 2024

MEMORANDUM NO. ACR 24-11

TO : Chancellors
Director, UP-PGH
Dean, UP Tacloban

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


SUBJECT : **Approved UP Strategic Performance Management System (SPMS)**

The Civil Service Commission (CSC) has approved the [UP Strategic Performance Management System \(UP SPMS\)](#)¹ which shall serve as the University's performance evaluation mechanism for administrative employees systemwide.

In this regard, kindly observe the approved guidelines effective immediately, starting with the preparation of the performance targets for the period January to June 2024. Please take note of the attached approved modifications to the rating scale.

The CUs/units are encouraged to issue their respective memoranda to inform and guide their offices/units on the implementation of the approved UP SPMS.

Thank you.


AUGUSTUS C. RESURRECCION
Vice President for Administration

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

¹ Transmitted by CSC to the University on 05 January 2024.

PERFORMANCE RATING SCALE

Numerical rating	Adjectival rating and percentage range	Description or meaning of rating
5	Outstanding	Performance exceeded expectations by 30% and above of the planned targets. Performance demonstrated was exceptional in terms of quality, technical skills, creativity, and initiative, showing mastery of the task. Accomplishments were made in more than expected but related aspects of the target.
4	Very Satisfactory	Performance exceeded expectations by 15% to 29% of the planned targets.
3	Satisfactory	Performance met 100% to 114% of the planned targets. However, if the deadlines are required by law, it should be 100% of the planned targets.
2	Unsatisfactory Needs Mentoring/ Coaching	Performance only met 51% to 99% of the planned targets and failed to deliver one or more critical aspects of the target. However, if it involves deadlines required by law, the range of performance should be 51% to 99% of the planned targets.
1	Poor Needs Improvement/ Close Monitoring	Performance is below 50% of planned targets.

FINAL SCORE

Adjectival Rating	Numerical Rating
Outstanding	5.00
Very Satisfactory	4.00-4.99
Satisfactory	3.00-3.99
Unsatisfactory	2.00-2.99
Poor	1.00-1.99