



06 January 2025

ADMINISTRATIVE ORDER NO. CMLT-2025-003

TO : All Concerned

SUBJECT : **Constitution of the College Performance Management Teams**

The Performance Management Teams of the respective UP Manila Colleges are hereby constituted, effective 01 January 2025:

College of Allied Medical Professions

Dean Esmerita R. Rotor, Chair
Ms. Aileen V. Regaspi, 2nd Level Representative
Mr. Butch S. Regala, 1st Level Representative
Ms. Rizza D. Florentino, Secretary

College of Pharmacy

Dean Francis R. Capule, Chair
Ms. Majencia L. Guce, 2nd Level Representative
Mr. Benjamin N. Santos, III, 1st Level Representative
Ms. Janet Y. Tolentino, Secretary

College of Arts and Sciences

Dean Maria Constanca O. Carrillo, Chair
Ms. Mia Patrice Crescini, 2nd Level Representative
Ms. Eden Dominga A. Huelgas, 1st Level Representative
Ms. Carlota P. Surat, Secretary

College of Public Health

Dean Fernando B. Garcia, Jr., Chair
Mx. Trizia Marie D. Juico, 2nd Level Representative
Ms. May B. Bas, 1st Level Representative
Ms. Anna Marie R. Demeterio, Secretary

College of Dentistry

Dean Michelle S. Segarra, Chair
Ms. Merlita K. Cabuso, 2nd Level Representative
Mr. Magtanggol L. Patuga, 1st Level Representative
Ms. Maricar B. Paras-Ong, Secretary

National Teacher Training for the Health Professions

Dean Maria Elizabeth M. Grageda, Chair
Ms. Patrozenda E. Del Rosario, 2nd Level Representative
Ms. Divinagracia L. Maling, 1st Level Representative
Mr. Frederick B. Dantes, Secretary

College of Medicine

Dean Charlotte M. Chiong, Chair
Ms. Maribeth M. Perez, 2nd Level Representative
Mr. Rosauero Hernando, Jr., 1st Level Representative
Ms. Minerva B. Martinez, Secretary

School of Health Sciences

Dean Charlie E. Labarda, Chair
Ms. Gwendelina V. Requiez, 2nd Level Representative
Mr. Rogelio M. Duroy, Jr., 1st Level Representative
Ms. Loreta C. Soledad
Ms. Irma F. Sinlac, Secretary

College of Nursing

Dean Sheila R. Bonito, Chair
Ms. Amara Y. Serrano, 2nd Level Representative
Mr. Nicolas O. Gamboa, 1st Level Representative
Ms. Filipina Benilda D. Gordoncillo, Secretary

Consistent with the Civil Service Commission-approved [UP Strategic Performance Management System \(UP SPMS\)](#), the College PMTs, under the leadership of the respective Deans, are tasked to:

- Submit to the HRDO and the UP Manila PMT the data on college retention, skill/competency gaps, and talent development plans with specific strategic plans, aligned with UP Strategic Plans;
- Conduct a strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submit the Office Performance Commitment and Review (OPCR) Form to the OVCPD;
- Undertake an initial assessment of office performance using the approved OPCR Form.
- Review and approve individual employee's Individual Performance Commitment and Review (IPCR) Form, for submission to the HRDO before the start of the performance period;
- Determine the final assessment of performance level of the individual employees of the College based on proof of performance;
- Inform employees of the final rating and identify necessary interventions to employees based on the assessment of developmental needs; and
- Recommend and discuss a development plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepare written notice/advice that a succeeding unsatisfactory performance shall warrant the employee's separation from the service.

This assignment entitles you to an honorarium authorized for a Standing Committee (Level 1), subject to government and University rules and regulations.



Dr. Michael L. Tee
Professor and Chancellor

