



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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06 January 2025

MEMORANDUM NO. ACR 25-02

FOR : Vice Presidents & Secretary of the University
Chancellors
Dean, UP Tacloban College
Director, UP PGH
Heads of UPSA Offices

ATTENTION : HRDO Directors/Heads

SUBJECT : **Submission of Office Performance Commitment Review (OPCRs), Individual Performance Commitment Reviews (IPCRs) for Administrative Employees, and Performance Evaluation System (PES) for REPS**

Based on the CSC-approved UP Strategic Performance Management System (SPMS) calendar, please be reminded of the submission deadlines for OPCR (all principal units of CUs/UP PGH/UP Tacloban College) and IPCR/PES of administrative staff/REPS to your respective HRDOs on the following dates:


SPMS Period	SPMS Activity	Submission Date
UP SPMS I (January -June 2025)	Target Setting	15 January 2025
UP SPMS II (July-December 2024)	Appraisal	31 January 2025

As the SPMS module is not yet available in PUSO (except for UP Diliman), please use the attached [OPCR and IPCR templates](#).

Also, please ensure that in preparing your OPCR and IPCR, the administration's 10 flagship programs are duly considered. This alignment is essential to support the University's strategic priorities and performance goals.

Your timely and accurate submission of OPCR and IPCR is crucial for the overall assessment of the University's performance.

For your guidance.


AUGUSTUS C. RESURRECCION
Vice President for Administration

cc: Office of the President