



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

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10 February 2022

MEMORANDUM NO. NGY 22-22

FOR : Chancellors
Director, UP PGH

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

SUBJECT : **Updating of Employees' Supervisor Records in the HRIS**

As a requirement in accomplishing the employees' appraisal in the HRIS Strategic Performance Management System (SPMS), the CU HRDOs are requested to immediately update the **employees' supervisor records** in the HRIS.

This can be accomplished through the Human Resource module of the HRIS.

The extension of the Appraisal for SPMS II 2021 is until 15 February 2022. Thus, the updating of employees' supervisor records must be completed before the said date.

For further inquiries and concerns, kindly contact the HRIS Team of the Office of the Vice President for Development- Information Technology Development Center (OVPD-ITDC) through hris@up.edu.ph.

For your cooperation and compliance.

NESTOR G. YUNQUE

Vice President for Administration

cc: Office of the President