



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines  
(02)8925-0984; (02)8981-8500 loc. 2525/2527 Telefax: (02)8925-6721 [ovpa@up.edu.ph](mailto:ovpa@up.edu.ph)

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 (OVPA-ITDC) through [hريس@up.edu.ph](mailto:hريس@up.edu.ph).

For your cooperation and compliance.

**NESTOR G. YUNQUE**

Vice President for Administration

cc: Office of the President