



# SPMS-Target Setting

## QUICK GUIDE

# Navigator

Step 1: On the Navigator, go to **UP Employee Self Service > SPMS > Performance Management**.

The screenshot shows the 'University Information System Home Page' with a 'Navigator' sidebar on the left and a 'Worklist' on the right. The 'Navigator' sidebar has a 'Personalize' button at the top. A red box highlights the 'UP Employee Self Service' folder, and another red box highlights the 'Performance Management' link under the 'SPMS' folder. A red line connects the two boxes. The 'Worklist' section contains a table with columns 'From' and 'Type', and a 'TIP Vacation Rules' link. A green circle with the number '1' is positioned to the right of the 'Performance Management' link.

**University Information System Home Page**

**Navigator**

Personalize

- UP Employee Self Service
  - All Actions Awaiting Your Attention
  - My Information
    - Employee Information
    - Publication, Research, Creative Work & Other Scholarly Work
    - Public Service
    - Employee Submissions/Requests
  - SPMS
    - Performance Management
    - Print IPCR
    - Print IPCR - Appraisal
  - SALN
  - Training and Development

**Worklist**

From	Type
SYSADMIN	HR
SYSADMIN	HR

TIP [Vacation Rules](#)

1

# Set Tasks and Targets

Step 2: Go to *Plan* and on Set Tasks and Targets, **Go to Task**.




Performance Management Appraisals

On this page, you can access your development functions and view Performance management notification messages.

### Performance Management Task List

Expand All | Collapse All

2

Focus Task	Start Date	End Date	Go to Task
UP SPMS I 2022 (IPCR)	01-Jan-2022	31-Jul-2022	
Set Tasks and Targets	01-Jan-2022	31-Jan-2022	
View Submitted Tasks and Targets	01-Jan-2022	31-Jul-2022	
Appraisal: Individual	01-Jul-2022	31-Jul-2022	

Step 3: Click **Add Tasks and Targets**.



Performance Management >

### Set Tasks and Targets

3

Name UP SPMS I 2022 (IPCR)  
Start Date 01-Jan-2022  
Full Name   
Department

**IMPORTANT NOTE:** Please click the Save button whenever changes are made.

**Add Tasks and Targets** Copy Tasks and Targets Save  

Details	Function Name	Start Date	Function Group	Percent Distribution	Key Performance Indicator	Measures (Metric)	Targets	Goal	Budget	Accountable Office/Unit	Remarks	Update	Duplicate	Delete
No results found.														

# Create Tasks and Targets

Step 4: Fill-up all the **Required Fields**. Note: You can still also fill-up other non-required fields, but it is optional.

Performance Management > Set Tasks and Targets >

### Create Tasks and Targets

\* Indicates required field

Name UP SPMS I 2022 (IPCR)  
Start Date 01-Jan-2022  
Full Name   
Department

\* Function Name   
Created By   
\* Start Date   
\* Function Group Additional Tasks   
\* Percent Distribution

4

Description	Attachments
<p>* Key Performance Indicator <input type="text"/></p> <p>* Measures (Metric) <input type="text"/></p> <p>* Target <input type="text"/></p>	

Actual Accomplishments

Goal

Budget

Accountable Office/Unit

Quality

Efficiency

Timeliness

Remarks

# Create Tasks and Targets

Step 5: Click either **Apply** or **Apply and Create Another**.

Performance Management > Set Tasks and Targets >

### Create Tasks and Targets

\* Indicates required field

Name	UP SPMS I 2022 (IPCR)	Tasks and Targets Setting Deadline	31-Jan-2022
Start Date	01-Jan-2022	End Date	31-Jul-2022
Full Name	<input type="text"/>	Assignment Number	<input type="text"/>
Department	<input type="text"/>	Job Name	Administrative

\* Function Name

Created By

\* Start Date

\* Function Group

\* Percent Distribution

**5**

Description Attachments

\* Key Performance Indicator

\* Measures (Metric)

\* Target

Actual Accomplishments

Goal

Budget

Accountable Office/Unit

Quality

Efficiency

Timeliness

Remarks

# Review and Submit

Step 6: Make sure that the **Total Percent Distribution** of all Targets equals to **100** before you submit.

Step 7: Click **Finish** to submit for Supervisor's Approval.

Management >  
**Tasks and Targets** Finish

Name UP SPMS I 2022 (IPCR)      Tasks and Targets Setting Deadline 31-Jan-2022  
Start Date 01-Jan-2022      End Date 31-Jul-2022  
Full Name       Assignment Number  7  
Department  6      Job Name Administrative

NOTE: Please click the Save button whenever changes are made.

Tasks and Targets | Copy Tasks and Targets | Save |

Function Name	Start Date	Function Group	Percent Distribution	Key Performance Indicator	Measures (Metric)	Targets	Goal	Budget	Quick Links
Sample Function 1	01-Jan-2022	Core/Support Function	50	Sample KPI 1	Sample Measures 1	Sample Target 1			View Shared Objectives
Sample Function 2	01-Jan-2022	Core/Support Function	50	Sample KPI 2	Sample Measures 2	Sample Target 2			

Step 8: Click **OK** to confirm.

**Confirmation** 8

Your tasks and targets have been sent to your supervisor for approval.

Ok