



## QUICK GUIDE

### SPMS Cascading and Setting Targets of OPCR

- a. Log in to <https://uis.up.edu.ph>
  - o Enter UIS credentials (username and password) > Login button.
  
- b. Cascading (UIS Home Page > Main Menu)
  1. Select **UP Employee Self Service>SPMS>Performance Management**
  2. Once in the Performance Management Plan window, select the PMP to edit (ex. UP SPMS I 2020).
  3. Click **Set Tasks and Targets**.
  4. Check the cascaded targets from the supervisor or fill up the necessary information if not available.
  5. Click **Finish**.