



QUICK GUIDE

SPMS Cascading of OPCR

a. Log in to <https://uis.up.edu.ph>

1. Enter UIS credentials (username and password) > Login button.

b. Cascading (UIS Home Page > Main Menu)

1. Select **UP Supervisor Self Service>SPMS>Performance Management**
2. Once in the Performance Management Plan window, select the PMP (ex. UP SPMS I 2020).
3. Click **Cascade Tasks and Targets**.
4. On the Set Employee Tasks and Targets page, select **Cascade Tasks and Targets** button.
5. Choose the desired employee with the checkbox.
6. You need to click the **Add Tasks and Targets to Cascade** button to choose the objective to be cascaded.
7. Click **Finish**.