



QUICK GUIDE

Target Setting of IPCR

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 Employee Self Service>SPMS>Performance Management**
2. Once in the Performance Management Plan window, select the PMP (ex. UP SPMS I 2020).
3. Click **Set Tasks and Targets**.
4. Input the required information for approval
5. Click **Finish**.