




Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR :** THE OFFICE OF THE CHIEF OPERATING OFFICER  
ALL ASSISTANT CHIEF OPERATING OFFICERS  
ALL DEPARTMENT MANAGERS  
ALL DIVISION MANAGERS

**FROM :**   
THE MANAGER  
Administrative Services Department

**SUBJECT :** CONDUCT OF STAGE 1 FOR THE 2<sup>ND</sup> SEM CY 2021 SPMS

**DATE :** 1 JUNE 2021



Relative to Stage 1 (Performance Planning and Commitment) for the 2<sup>nd</sup> Semester CY 2021 SPMS, Office Heads, Division Managers/Supervisors and personnel are to meet and agree on outputs that should be accomplished, based on the goals and objectives of the organization and the office.

Further, please be reminded of the following for Stage 1:

1. **Office Heads are primarily responsible for performance management in their respective offices**, while Division Managers assume joint responsibility with the Department Managers/Office Heads in attaining performance targets. Thus, Division Managers must ensure the rational distribution of targets and tasks in the office;
2. **Review the achievements, setbacks/developments** that were experienced by the department during the last performance period, and then use these to establish goals and targets for the 2<sup>nd</sup> Semester CY 2021 IPCR Commitments;
3. **Performance targets and measures are to be continuously reviewed and refined**. Thus, specific targets and success indicators must be determined at least once a year in the office;
4. **Alignment of performance goals**. Performance goals/success indicators of each individual employee must contribute to the achievement of and align with the performance goals of the division/office;
5. **Establish SMART success indicators**. Individual-level Success indicators should be S(specific) M(measurable) A(attainable) R(realistic) T(time-bound); and
6. **Identify two (2) performance measures**. At least two (2) performance measures must be identified for each individual-level success indicators (e.g. Timeliness and Quality, Quality and Efficiency, etc.)

Please take note that the submission of the approved/signed 2<sup>nd</sup> Semester CY 2021 IPCR Commitments and Rating Matrices to the HRSD are on Thursday, 8 July 2021.

For your information and guidance.