



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/OFFICE HEADS
ALL DIVISION MANAGERS

FROM : 
THE MANAGER
Administrative Services Department

SUBJECT : INITIAL PERFORMANCE EVALUATION/ASSESSMENT

DATE : 8 JUNE 2021

Relative to the TIEZA-SPMS Calendar, please be reminded that Stages 3 and 4 of the SPMS Cycle (Performance Review and Evaluation and Performance Rewarding and Development, respectively) for the 1st Semester CY 2021 will be from June to August 2021, along with Stage 1 (Performance Planning and Commitment) for the 2nd Semester CY 2021.

In view of the above, please be advised that an initial assessment of your respective personnel's performance for the 1st Semester CY 2021 be conducted within the month to facilitate above-mentioned SPMS stages, taking into consideration the following SPMS agreements made by the Department Managers:

1. Review personnel's 1st Semester CY 2021 success indicators and rating matrices; and
2. If the overall IPCR rating is 5.000 for the 1st Sem CY 2021, the success indicators and/or rating matrices are to be adjusted/revised for the 2nd Sem CY 2021 IPCRs, to reflect an improved standard of performance

Further, please take note of the following deadlines vis-à-vis 1st Semester and 2nd Semester CY 2021 IPCR submissions:

Performance Period	Date of Submission to HRSD	Document for Submission to HRSD
2 nd Semester CY 2021	On or before 8 July 2021	2 nd Semester CY 2021 IPCR Commitments with rating matrices
1 st Semester CY 2021	On or before 31 August 2021	<ul style="list-style-type: none">• 1st Semester CY 2021 IPCR Ratings and rating matrices• Departmental Summary List of Individual Performance Ratings

We have, likewise, attached the touch-points relative to the submission of IPCRs for CY 2021.

For your guidance and appropriate action.



2nd Semester CY 2021 IPCRs

Stage 1: Performance Planning and Commitment

Activities	Persons Responsible	Date
<u>Target/Commitment Setting Period</u> Identification and/or revision of targets and performance measures for the 2 nd Semester CY 2021 IPCRs	Employees Division Managers	1-30 June 2021
Submission of IPCR Commitments for 2 nd Semester CY 2021, with rating matrices, to the Division Managers	Employees	1 July 2021
Review and approval/signing of 2 nd Semester CY 2021 IPCR Commitments and rating matrices	Division Managers	1-5 July 2021
Submission of IPCR Commitments and rating matrices to Department Managers/Office Heads	Division Managers	6-7 July 2021
Review and approval/signing of IPCR Commitments and rating matrices	Department Managers/Office Heads	7-8 July 2021
Submission of approved/signed 2nd Semester CY 2021 IPCR Commitments and rating matrices to HRSD	Department Managers/Office Heads	On or before 8 July 2021

1st Semester CY 2021 IPCRs

Stage 3: Performance Review and Evaluation

Stage 4: Performance Rewarding and Development

Activity	Persons Responsible	Date
<u>Initial performance evaluation/assessment</u> for 1 st Semester CY 2021 IPCRs	Division Managers	1-20 June 2021
Submission of filled-up 1 st Semester CY 2021 IPCRs, with rating matrices and proofs, to the Division Managers	Employees	12 July 2021
Performance evaluation/assessment for 1 st Semester CY 2021 IPCRs <i>Note: Assessment shall be discussed by the DivM with the concerned ratee prior to the submission of the IPCR to the Department Manager (DeptM/Office Head)</i>	Division Managers	12 July to 12 August 2021
Employee competency assessment vis-à-vis the competency requirements of the job (Stage 4) <i>Note:</i> <ul style="list-style-type: none"> ○ Result of the assessment shall be discussed by the Division Managers/Department Managers/Office Heads with the individual employee prior to submission to the HRSD. ○ Appropriate developmental interventions to address competency-related performance gaps, career paths and alternatives shall, likewise, be discussed and made available to the Division Managers/Department Managers/Office Heads by the HRSD ○ The developmental interventions shall be approved by the COO. 	Division Managers/ Department Managers/ Office Heads	12 July to 12 August 2021
Submission of evaluated IPCRs to the Department Managers/Office Heads	Division Managers	16 August 2021
Review, final assessment and signing of IPCRs <i>Note: DeptMs/Office Heads shall ensure that the concerned ratee is notified of his/her final performance assessment prior to submission of the IPCR to HRSD</i>	Department Managers/Office Heads	23-26 August 2021
Submission of signed 1st Sem CY 2021 IPCRs to HRSD with the Departmental Summary List of Individual Performance Ratings	Department Managers/Office Heads	On or before 31 August 2021
Submission of a Professional Development Plan to the HRSD, to improve or correct the performance of employees with Unsatisfactory and Poor performance ratings (Stage 4)	Department Managers/Office Heads	On or before 31 August 2021

**Source: Employees' competency-based job descriptions. Pls ask HRSD for copies.*

2nd Semester CY 2021 IPCRs

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1st Semester CY 2021 IPCRs

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