



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 : IPCRs FOR 2nd SEMESTER CY 2020 – STAGES 3 AND 4

DATE : 4 JANUARY 2021

Relative to the TIEZA-SPMS Calendar, please take note of the following for Stages 3 and 4 of the SPMS Cycle for the 2nd Semester CY 2020 (i.e. Performance Review and Evaluation and Performance Rewarding and Development, respectively):

1. **Performance evaluation/assessment by the Supervisor.** The Division Managers/ Immediate Supervisors shall assess the individual employee's performance based on the commitments made at the beginning of the rating period. The performance ratings shall be based solely on the records/proofs of accomplishment.
 - Ratings for the outputs/tasks shall always be supported by documents as proofs of actual performance. In the absence of proof, a particular output shall not be rated and shall be disregarded.
 - Division Managers/Immediate Supervisors shall ensure the completeness and accuracy of supporting documents/proofs of accomplishment.
 - For ranking purposes, the performance ratings should be up to the 3rd decimal point.
2. **Employee competency assessment by the Supervisor.** The Division Managers/ Immediate Supervisors must:
 - Assess the individual employee relative to the employee's current competencies and the competency requirements of the job; and
 - Fill-up the Comments and Recommendations for Development Purposes portion of the IPCRs.
3. **Performance and competency assessment discussion.** Result of the assessment and comments shall be discussed by the Division Managers with the concerned ratees/employees prior to the submission of the IPCRs to the Department Manager/Office Head.

Appropriate developmental interventions to address competency-related performance gaps, career paths and/or alternatives shall, likewise, be discussed by the Division Managers and/or Department Managers with the concerned employees. Developmental interventions shall be made available by the HRSD, once requested

my 1/5/21 9:40 AM

4. **Review and final assessment of the IPCRs.** Department Managers/Office Heads shall determine the final performance assessment rating of the individual employees based on proof of performance.

The Department Managers must ensure that the individual employees are notified of their final performance assessment prior to the submission of the IPCRs to the HRSD.

5. **Summary List of Individual Performance Ratings.** Once the final performance ratings are determined, the Department Managers shall submit a Summary List of Individual Performance Ratings (SLIPR) to the HRSD.
6. **Professional Development Plan submission.** Department Managers shall submit a Professional Development Plan to the HRSD to improve or correct the performance of individual employees with Unsatisfactory and Poor performance ratings.
7. **Justification for Personnel with Outstanding Performance Rating.** Department Managers should attach a justification with the IPCR of personnel who were given outstanding performance ratings. The justification should be in accordance with the guidelines set forth by the CSC as per CSC MC no 12 s 1993, as well as with the department's standards for outstanding performance.

Please be reminded that the submission of the signed 2nd Semester CY 2020 IPCRs with final ratings, rating matrices and the departmental SLIPRs to the HRSD is on 26 February 2021.

For your information and guidance.


ROSANNA M. OLGADO



