



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 1<sup>st</sup> Semester CY 2021 will be from June to August 2021, along with Stage 1 (Performance Planning and Commitment) for the 2<sup>nd</sup> Semester CY 2021.

In view of the above, please be advised that **an initial assessment of your respective personnel's performance for the 1<sup>st</sup> 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 1<sup>st</sup> Semester CY 2021 success indicators and rating matrices; and
2. If the overall IPCR rating is 5.000 for the 1<sup>st</sup> Sem CY 2021, the **success indicators and/or rating matrices are to be adjusted/revised** for the 2<sup>nd</sup> Sem CY 2021 IPCRs, to reflect an improved standard of performance

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

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

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

For your guidance and appropriate action.



## 2<sup>nd</sup> Semester CY 2021 IPCRs

### Stage 1: Performance Planning and Commitment

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

## 1<sup>st</sup> Semester CY 2021 IPCRs

### Stage 3: Performance Review and Evaluation

### Stage 4: Performance Rewarding and Development

Activity	Persons Responsible	Date
<b><u>Initial performance evaluation/assessment</u></b> for 1 <sup>st</sup> Semester CY 2021 IPCRs	Division Managers	1-20 June 2021
Submission of filled-up 1 <sup>st</sup> Semester CY 2021 IPCRs, with rating matrices and proofs, to the Division Managers	Employees	12 July 2021
Performance evaluation/assessment for 1 <sup>st</sup> 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"> <li>o 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.</li> <li>o 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</li> <li>o The developmental interventions shall be approved by the COO.</li> </ul>	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
<b>Submission of signed 1<sup>st</sup> Sem CY 2021 IPCRs to HRSD with the Departmental Summary List of Individual Performance Ratings</b>	<b>Department Managers/Office Heads</b>	<b>On or before 31 August 2021</b>
<b>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)</b>	<b>Department Managers/Office Heads</b>	<b>On or before 31 August 2021</b>

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

## 2<sup>nd</sup> Semester CY 2021 IPCRs

### Stage 1: Performance Planning and Commitment

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Submission of IPCR Commitments for 2 <sup>nd</sup> Semester CY 2021, with rating matrices, to the Division Managers	Employees	1 July 2021
Review and approval/signing of 2 <sup>nd</sup> 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
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## 1<sup>st</sup> Semester CY 2021 IPCRs

### Stage 3: Performance Review and Evaluation

### Stage 4: Performance Rewarding and Development

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Submission of filled-up 1 <sup>st</sup> Semester CY 2021 IPCRs, with rating matrices and proofs, to the Division Managers	Employees	12 July 2021
Performance evaluation/assessment for 1 <sup>st</sup> 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
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