



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 ^{AP}
Administrative Services Department

SUBJECT : 2ND SEMESTER SPMS FORMS

DATE : 25 OCTOBER 2021

Considering the ongoing dynamic developments in the SPMS guidelines and forms, the pilot testing of our enhanced SPMS shall be implemented next year.

In view of the above, the current SPMS forms shall be used for the 2nd Semester 2021 performance period. Everyone is enjoined to use the proper SPMS forms for this 2nd Semester, as well as properly identify any trainings/development activities that are needed by our personnel.

Also, given the Authority's thrust of providing continuous delivery of services regardless of the quarantine classification of the NCR, all are reminded to reflect, in the IPCRs, the work outputs/ deliverables of personnel while on work-from-home (WFH) and skeleton workforce (SWF) arrangements.

Considering the need to manage the allotted budget allocation for the year, managers are reminded to monitor and ascertain that all personnel are given tasks to be performed per work week, whether on WFH or SWF, and that the personnel are producing the assigned outputs/ deliverables commensurate to the compensation given to them by the Authority.

In view of the above, be advised that the submission to HRD of the following forms are extended until Thursday, 4 November 2021:

- IPCR Commitment forms for July to December 2021; and
- IPCR Ratings for January to June 2021

For everyone's information and guidance.

