



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 2ND SEM CY 2021 SPMS

DATE : 1 JUNE 2021



Relative to Stage 1 (Performance Planning and Commitment) for the 2nd 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 2nd 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 2nd Semester CY 2021 IPCR Commitments and Rating Matrices to the HRSD are on Thursday, 8 July 2021**.


For your information and guidance.



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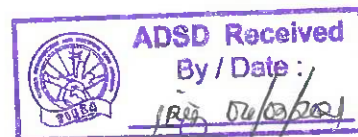
MEMORANDUM

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 1st SEMESTER CY 2021 – STAGES 3 AND 4

DATE : 1 JUNE 2021



Relative to the TIEZA-SPMS Calendar, please take note of the following for Stages 3 and 4 of the SPMS Cycle for the 1st Semester CY 2021 (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



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Managers with the concerned employees. Developmental interventions shall be made available by the HRSD, once requested

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 1st Semester CY 2021 IPCRs with final ratings, rating matrices and the departmental SLIPRs to the HRSD is on Thursday, 31 August 2021.

For your information and guidance.