




**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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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 :** INITIAL PERFORMANCE EVALUATION/ASSESSMENT

**DATE :** 1 DECEMBER 2020

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 2<sup>nd</sup> Semester CY 2020 will be from January to March 2021, along with Stage 1 (Performance Planning and Commitment) for the 1<sup>st</sup> Semester CY 2021.

In view of the above, please be advised that an initial assessment of your respective personnel's performance for the 2<sup>nd</sup> Semester CY 2020 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 2<sup>nd</sup> Semester CY 2020 performance, success indicators and rating matrices; and
2. If the overall IPCR rating is 5.000 for the 2<sup>nd</sup> Sem CY 2020, the success indicators and/or rating matrices are to be adjusted/revised for the 1<sup>st</sup> Sem CY 2021 IPCRs, to reflect an improved standard of performance

Further, please take note of the following deadlines vis-à-vis 2<sup>nd</sup> Semester CY 2020 and 1<sup>st</sup> Semester CY 2021 IPCR submissions:

Performance Period	Date of Submission to HRSD	Documents for Submission to HRSD
1 <sup>st</sup> Semester CY 2021	On or before 11 January 2021	IPCRs with rating matrices
2 <sup>nd</sup> Semester CY 2020	On or before 26 February 2021	IPCRs with ratings and rating matrices Summary List of Individual Performance Ratings

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

For your guidance and appropriate action.

## **1<sup>st</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 <u>1<sup>st</sup> Semester CY 2021 IPCRs</u>	Employees Division Managers	7-29 December 2020
Submission of IPCRs for <u>1<sup>st</sup> Semester CY 2021</u> , with rating matrices, to the Division Managers	Employees	4 January 2021
Review and approval/signing of <u>1<sup>st</sup> Semester CY 2021</u> IPCRs and rating matrices	Division Managers	4-5 January 2021
Submission of IPCRs and rating matrices to Department Managers/Office Heads	Division Managers	5 January 2021
Review and approval/signing of IPCRs and rating matrices	Department Managers/Office Heads	6-7 January 2021
<b>Submission of approved/signed <u>1<sup>st</sup> Semester CY 2021</u> IPCRs and rating matrices to HRSD</b>	<b>Department Managers/Office Heads</b>	<b>On or before <u>11 January 2021</u></b>

## **2<sup>nd</sup> Semester CY 2020 IPCRs**

### ***Stage 3: Performance Review and Evaluation***

### ***Stage 4: Performance Rewarding and Development***

Activity	Persons Responsible	Date
<b><u>Performance evaluation/assessment</u> for <u>2<sup>nd</sup> Semester CY 2020</u> IPCRs</b>	Division Managers	4-14 January 2021
Submission of filled-up <u>2<sup>nd</sup> Semester CY 2020</u> IPCRs, with rating matrices and proofs, to the Division Managers	Employees	18 January 2021
Performance evaluation/assessment for <u>2<sup>nd</sup> Semester CY 2020</u> 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	18 January to 21 February 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>○ 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>○ 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>○ The developmental interventions shall be approved by the COO.</li> </ul>	Division Managers/ Department Managers/ Office Heads	18 January to 21 February 2021
Submission of filled-up IPCRs to the Department Managers/Office Heads	Division Managers	22 February 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	22-24 February 2021
<b>Submission of signed <u>2<sup>nd</sup> Sem CY 2020</u> IPCRs to HRSD with the Summary List of Individual Performance Ratings</b>	<b>Department Managers/Office Heads</b>	<b>On or before <u>26 February 2021</u></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 <u>26 February 2021</u></b>

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