



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 : REVISED SPMS FORMS

D A T E : 20 SEPTEMBER 2021

Relative to the pilot-testing of our revised SPMS forms in the 2nd Semester 2021, attached are the SPMS forms that we will be using for the July to December 2021 Performance Period. Please take note of the following:

1. **Annex A-1 ACOO** is the form that are for the Assistant Chief Operating Officers;
2. **Annex A-2 Dept** are for the Department Managers and the Corporate Board Secretary's use;
3. **Annex B-1 Dept Direct** are mainly for the secretaries, drivers and other personnel who are directly reporting to their Department/Office Heads;
4. **Annex B-2 Division** is the form that shall be used by the Division Managers;
5. **Annex B-3 Division Direct** shall be used by personnel who are directly reporting to the Division Managers, as well as those personnel who have no supervisors (i.e. Section/Unit Heads) other than their Division Managers;
6. **Annex B-4 Div with Section** are for personnel who have supervisors (i.e. Section/Unit Heads), in addition to their Division Managers;
7. **Annex C Rating Matrix** is to be filled-up and attached to the OPCR/DPCR/IPCR forms that are for submission to the HRSD or to the COPD;
8. **Annex D Sample Rating Scale** provides examples of target measures on quality, efficiency and timeliness for each rating range (i.e. 5, 4, 3, 2, 1);



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9. **Annex E SLIPR Sample** is a guide for departments on the proper format of the SLIPR. The SLIPR must be submitted to HRSD by the departments after every Performance Rating Period;
10. **Annex F Role Results Matrix** is used as a guide to align the roles of the employees for the deliverable/output (Strategic, Core, Support) that may be assigned to them for each rating period;
11. **Annex G Monitoring Matrix** Managers may use this form as a monitoring tool of office deliverables or employee output pursuant to the identified targets;
12. **Annex H Perf Journal** This is the Performance Monitoring and Coaching Journal Form, and is used as a tool for monitoring and coaching activities vis-à-vis unsatisfactory and poor performance;
13. **Annex I IDP** is the Individual Development Plan form that is used for assessing the competency gaps of personnel and in identifying action plans and timelines to address the gaps;
14. **Annex J PDP** is the Professional Development Plan form that is used for development plans/interventions to improve the unsatisfactory or poor performance of personnel;
15. **Annex K Appeal Form** this is the form that shall be used by personnel to appeal his/her overall rating or individual performance rating after a Performance Rating Period; and
16. **Annex L SPMS Timeline** highlights the activities of each SPMS Cycle and the submission dates of the OPCR, DPCR and IPCR forms.

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.

For everyone's information and guidance.