



**SURIGAO STATE COLLEGE OF TECHNOLOGY**

**Surigao City**



**STRATEGIC PERFORMANCE MANAGEMENT SYSTEM  
(SPMS)**



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MANAGEMENT SYSTEM  
(SPMS)**



**SURIGAO STATE COLLEGE OF TECHNOLOGY**  
Surigao City

**1<sup>st</sup> INDORSEMENT**  
November 23, 2012

Respectfully forwarded to the Office of Civil Service Commission, Caraga Region, Butuan City the herein draft of the Strategic Performance Management System (SPMS) of Surigao State College of Technology (SSCT), Surigao City for your perusal and appropriate action.

A handwritten signature in black ink, appearing to read "G. Gempar", is written above the printed name.

**GLORIA C. GEMPARO, PhD, CSEE**  
College President



**DR. GLORIA C. GEMPARO, CSEE**  
College President  
Surigao State College of Technology  
Surigao City

Dear President Gemparo:

We wish to inform you that the submitted draft of the Strategic Performance Management System (SPMS) of Surigao State College of Technology (SSCT) has been approved for implementation.

Meanwhile, the following documents are requested to be submitted, to wit:

1. Table of Major Final Outputs (MFOs) enumerating all products and services of SSCT with corresponding success indicators
2. Office Order issued by the Agency Head in connection with the SPMS Key Players and Responsibilities
3. Schedule for the SPMS orientation and SPMS pilot test

Moreover, please be informed that a report of implementation of the agency's SPMS shall be submitted to the CSCRO within three or six months after its initial implementation, together with the following sample documents:

- Communication materials
- Accomplished OPCR, DPCR and IPCR or their equivalent
- Accomplished Performance Monitoring and Coaching Forms
- Accomplished Professional Development Form

Should you have further query relative thereto, please connect with our SPMS facilitator assigned to your agency, CPS Marilyn T. Yballa.

Very truly yours,

  
RESURRECCION P. PUEYO  
Director IV

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## APPENDIX A

### Office Performance Commitment and Review Form

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)																	
I, _____, Head of the _____ commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ to _____ of 20____.																	
_____ Designation Date: _____																	
Approved by:						Date											
GLORIA C. GEMPARO, PhD Head of Agency																	
<table border="1" style="display: inline-table; margin: auto;"> <tr> <td style="writing-mode: vertical-rl; transform: rotate(180deg);">RATING SCALE</td> <td>5 - Outstanding</td> </tr> <tr> <td></td> <td>4 - Very Satisfactory</td> </tr> <tr> <td></td> <td>3 - Satisfactory</td> </tr> <tr> <td></td> <td>2 - Unsatisfactory</td> </tr> <tr> <td></td> <td>1 - Poor</td> </tr> </table>								RATING SCALE	5 - Outstanding		4 - Very Satisfactory		3 - Satisfactory		2 - Unsatisfactory		1 - Poor
RATING SCALE	5 - Outstanding																
	4 - Very Satisfactory																
	3 - Satisfactory																
	2 - Unsatisfactory																
	1 - Poor																
MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks								
					Q1	E2	T3	A4									
STRATEGIC OBJECTIVES																	
SUPPORT FUNCTIONS																	
Average rating																	
Category		MFO		Rating													
STRATEGIC OBJECTIVES																	
CORE FUNCTIONS																	
SUPPORT FUNCTIONS																	
Total Overall rating																	
Final Overall Rating																	
Adjectival Rating																	
Assessed by:	Date		Date	Final Rating			Date										
Planning Office		PMT															
Legend: 1 - Quantity 2 - Efficiency 3 - Timeliness 4 - Average																	

## APPENDIX B

### Individual Performance Commitment and Review Form

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)									
I, _____, of the _____, Division of _____, commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period _____ to _____ of 20____.									
						Rating			
						Date			
Reviewed by:	Date	Approved by:	Date						
Immediate Head		Head of Office							
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <b>RATING SCALE</b>                      5 – Outstanding                      4 – Very Satisfactory                      3 – Satisfactory                      2 – Unsatisfactory                      1 – Poor                 </div>									
MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Allotted Budget	Division/Individuals Accountable	Actual Accomplishments	Rating				Remarks
					Q 1	E 2	T 3	A 4	
STRATEGIC OBJECTIVES									
SUPPORT FUNCTIONS									
Average rating									
Category		MFO		Rating					
STRATEGIC OBJECTIVES									
CORE FUNCTIONS									
SUPPORT FUNCTIONS									
Total Overall rating									
Final Overall Rating									
Adjectival Rating									
Assessed by:	Date		Date	Final Rating		Date			
Planning Office		PMT							
Legend: 1 – Quantity 2 – Efficiency 3 – Timeliness 4 – Average									

## APPENDIX C

### SAMPLE SUCCESS INDICATORS

Hereunder are some samples of success indicators of the different sectors of government

<b>Major Final Output</b>	<b>PERFORMANCE MEASURES<sup>10</sup></b>	<b>PERFORMANCE TARGETS<sup>11</sup></b>	<b>SUCCESS INDICATOR<sup>12</sup> Measures +Targets</b>	<b>Organizational Outcome/Sectoral Goals</b>
Cases Adjudicated	Response time	Within 40 days from the time the case is ripe for decision	Percentage of cases adjudicated within 40 days from the time the case is ripe for decision	Accountability of Civil Servants Promoted
Policies/Guidelines Formulated	Acceptability	Management approval upon first presentation within set deadline	Policies approved upon first presentation within set timeframe	Merit & Reward System in the the Civil Service Strengthened
Opinions & Rulings Rendered	Response time as provided under RA 6713  Efficiency Rating (no. Of requests acted upon/requests received)	Within 15 days from receipt of request  All requests for opinions and rulings acted upon within 15 days from receipt	100% of requests for opinions and rulings acted upon within 15 days from receipt of request  100% of requests for opinions and rulings acted upon within 15 days from receipt of request	Improved Public Service Delivery
Regulatory Services for Health Products	Price list of essential drugs	Reduction in price of essential drugs	Reduce prices of essential drugs by 50%	Access to quality & affordable health products & services assured
Tertiary & Other Specialized Health Care Provided	Death rates	Death rate percentage reduced	Net death rate reduced to 2.5% and below	Improved health status of the population
Job Search-Assistance Services For Wage Employment	Effectiveness	Decrease unemployment rate by 20%	20% decrease in unemployment rate	A gainfully employed workforce
Public Elementary Education Services	Number of students from Grade I-VI Number of underweight students from Grade I-VI	Decrease percentage of underweight children from Grade I to Grade VI	Decrease percentage of underweight children to 16% of the total Grade I-VI population	Functionally, literate Filipino children, youth and adult learners



**APPENDIX D**

**SPMS Calendar**

Activity	Submit to	Schedule											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>1. Performance Planning and Commitment</b>													
OPCR for review	PMT						10 <sup>th</sup>						10 <sup>th</sup>
PMT Review report	Commission						15 <sup>th</sup>						15 <sup>th</sup>
Commission approval of OPCR													20 <sup>th</sup>
IPCR	Head of office	5 <sup>th</sup>								5 <sup>th</sup>			
	OPMD	10 <sup>th</sup>								10 <sup>th</sup>			
<b>2. Monitoring and Coaching</b>													
Monitoring by													
▪ Commission													Once per year
▪ OPMIS													Per semester
▪ Director IV/III													Regular basis
▪ Division Chief, Director II													Regular basis
▪ Individual Staff													Regular basis
Form	OPMIS												After ED Quarter
<b>3. Performance Review Feedback</b>													
OPCR	OPMIS	15 <sup>th</sup>								15 <sup>th</sup>			
OPMIS to review, evaluate and Validate OPCR against target and return validated OPCR to Cos and Ros													
> Luzon													
> Visayas													
> Mindanao													
> Central Office													
OPMIS to submit performance assessment and facilitate performance review by the Commission	commission												
Annual Performance Review	commission												15 <sup>th</sup>
IPCR	Head of Office	5 <sup>th</sup>								5 <sup>th</sup>			
Heads of Office submit IPCR	OPMD	10 <sup>th</sup>								10 <sup>th</sup>			
<b>4. Performance Rewarding and Development Planning</b>													
PMT to submit Top performer list	commission			30 <sup>th</sup>							30 <sup>th</sup>		
OPMD's Office Performance Assessment	OFAM												

Note: In the event that the deadline falls on a non-working holiday, submission will be on the next working day.

## APPENDIX E

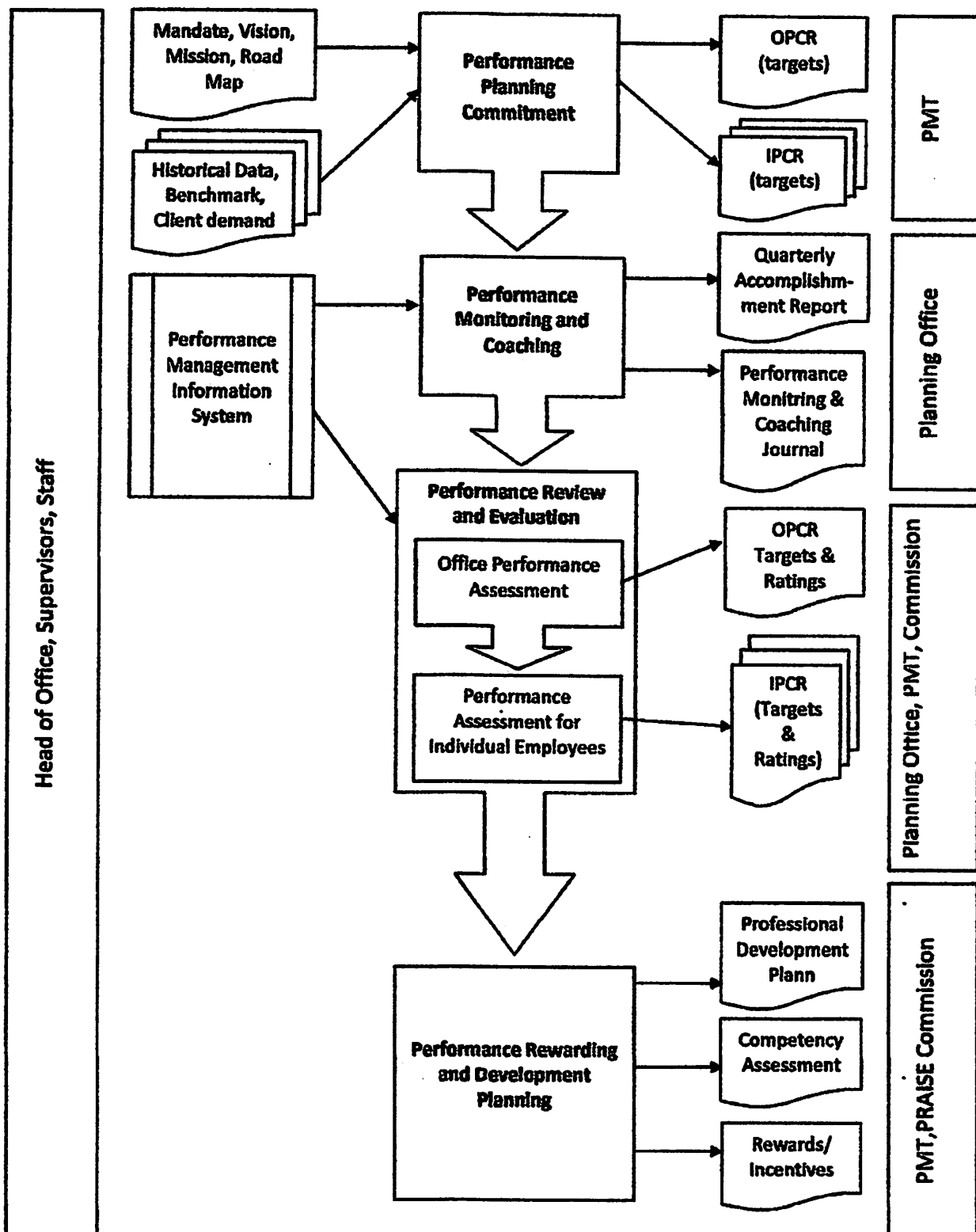
### Sample Summary List of Individual Performance Ratings

Office A		Performance Assessment: Very Satisfactory	
Division A	Rating		
	Numerical	Adjectival	
<i>Division A rating</i>	4	Very Satisfactory	
Employee 1	4	Very Satisfactory	
Employee 2	5	Outstanding	
Employee 3	3	Satisfactory	
Employee 4	4	Very Satisfactory	
Employee 5	4	Very Satisfactory	
No. of Employees = 5 Average ratings of staff	20/5=4	Very Satisfactory	
Division B	Rating		
	Numerical	Adjectival	
<i>Division B rating</i>	3	Satisfactory	
Employee 1	3	Satisfactory	
Employee 2	4	Very Satisfactory	
Employee 3	2	Unsatisfactory	
Employee 4	3	Satisfactory	
No. of Employees (including DC) = 4 Average ratings of staff	12/4=3	Satisfactory	
Division C	Rating		
	Numerical	Adjectival	
<i>Division C rating</i>	5	Outstanding	
Employee 1	5	Outstanding	
Employee 2	4	Very Satisfactory	
Employee 3	5	Outstanding	
Employee 4	4	Very Satisfactory	
No. of Employees (including DC) = 4 Average ratings of staff	18/4=4.5	Outstanding	

Summary:	Division A	4	Very Satisfactory
	Division B	3	Satisfactory
	Division C	5	Outstanding
	Average	12/3= 4	Outstanding

APPENDIX F

PMS PROCESS FLOWCHART



**APPENDIX G**

**Performance Planning & Commitment  
Sample Performance Monitoring and Coaching Journal**

	1 <sup>st</sup>	Q u a r t e r
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Division/Field Office \_\_\_\_\_  
 Division Chief / Director II \_\_\_\_\_  
 Number of Personnel in the Division / FO \_\_\_\_\_

Activity	Mechanism/s			Remarks	
	Meeting		Memo		Others (Pls. Specify)
	One-in-One	Group			
Monitoring					
Coaching					

*Please indicate the date in the appropriate box when the monitoring was conducted.*

Conducted by:	Date:	Noted by:	Date:
Immediate Supervisor		Head of Office	

## APPENDIX H

### Performance Monitoring and Coaching (Illustration showing a Sample Tracking Tool for Monitoring Targets)

Major Final Output	Tasks	Assigned to	Duration	Task Status				Remarks
				Week 1	Week 2	Week 3	Week 4	
Test Item	1.1 Conduct of Test Item Workshop	Staff A	Jan 5-10					
	1.2 Review of Test Items	Staff D	Jan 5-10					
Test Bank	2.1 Encoding of Test Item	Staff B	Jan 12-17					
	2.2 Updating of Test Item Properties	Staff B	continuing					
	2.3 Management/Maintenance of Test Bank Database	Staff B	continuing					
Exam Calendar and Announcement	3.1 Consultation with CSCROs	Staff D						
	3.2 Preparation of Calendar/ Announcement	Staff D	By January 10					
	3.3 Presentation of Calendar/ Announcement	Staff D	By January 12					
	3.4 Dissemination of Calendar/Announcement	Staff D	By January 15					
Exam-Conduct Action Plan	4.1 Constitution of Exam Committees	Director	EO April					
	4.2 Determination of Testing Centers/Test Administrators	Staff C	EO Feb					
	4.3 Preparation of Budget Estimate (Income and Expenses)	Staff F	EO April					
Non-Confidential Examination Documents	5.1 Preparation of Examiner's Manual	Staff E	March 1-30					
	5.2 Reproduction of Examination Documents	Staff M	May 10-15					
	5.3 Dissemination of Examination Documents	Staff N	May 15-17					
Processed Examination Application	6.1 Review and Examination Evaluation of Application	Staff O	Continuing					
	6.2 Batching of Application	Staff P	May 1-5					

**APPENDIX I**

**Performance Monitoring and Coaching**

(Illustration showing a sample Tracking Tool for Monitoring Assignment)

<b>Performance Monitoring Form</b>						
<b>Task ID No.</b>	<b>Subject</b>	<b>Action Officer</b>	<b>Output</b>	<b>Date Assigned</b>	<b>Date Accomplished</b>	<b>Remarks</b>
<b>Document No. or Task No. if Taken from WFP</b>	<b>Subject Area of the Task or the Signatory of the Document and Subject Area</b>			<b>Date the task was assigned to the drafter</b>	<b>Date the output was approved by the approver</b>	

**APPENDIX J**

**Performance Rewarding and Development**

(Illustration showing a Professional Development Plan Template)

**Professional Development Plan**

**Date:**

<b>Target Date</b>	
<b>Review Date</b>	
<b>Achieved Date</b>	

<b>Aim</b>	
<b>Objective</b>	

<b>Task</b>	<b>Next step</b>
<b>Comments</b>	

APPENDIX K

## Professional Development Plan

<b>Date</b>	
<b>Aim</b>	
<b>Objective</b>	
<b>Target Date</b>	
<b>Review Date</b>	
<b>Achieved Date</b>	
<b>Comments</b>	
<b>Task</b>	
<b>Outcome</b>	
<b>Next Step</b>	