

## BU-SPMS Participants (Key Players and Responsibilities)

### The composition of the University PMT and their duties and responsibilities

<p>Co-Chairperson</p> <p>1.VP for Admin. –Administrative</p> <p>2.VP for Acad. Affairs - Academic</p> <p>Members</p> <p>1. University Planning Officer</p> <p>2. Human Resource Mgt. Officer</p> <p>3. Chief Admin. Officer - Admin.</p> <p>4. Chief Admin. Officer - Finance</p> <p>5. HRM Officer responsible for personnel training and development</p> <p>6. BUUFAl President (Teaching)</p> <p>7. BUANTS President (Non-Teaching)</p>	<ul style="list-style-type: none"> <li>Set consultation meeting of all Division Heads/Heads of Offices/Deans/ Department Chairs for the purpose of discussing the Office/Agency performance commitment and rating form;</li> <li>Ensure that Office/College performance targets and measures, as well as the budget are aligned with those of the agency and that of work distribution</li> <li>Act as appeals body and final arbiter for performance management issues of the agency;</li> <li>Identify potential top performers and provides inputs to the PRAISE Committee for grant of awards and incentives;</li> <li>Adopts own internal rules, procedures, strategies in carrying out the above responsibilities including schedule of meetings, deliberations, &amp; delegation of authority to representatives in case of absence of its members.;</li> <li>Devise a scheme of administration of specific evaluation instruments and supervise the same</li> </ul>
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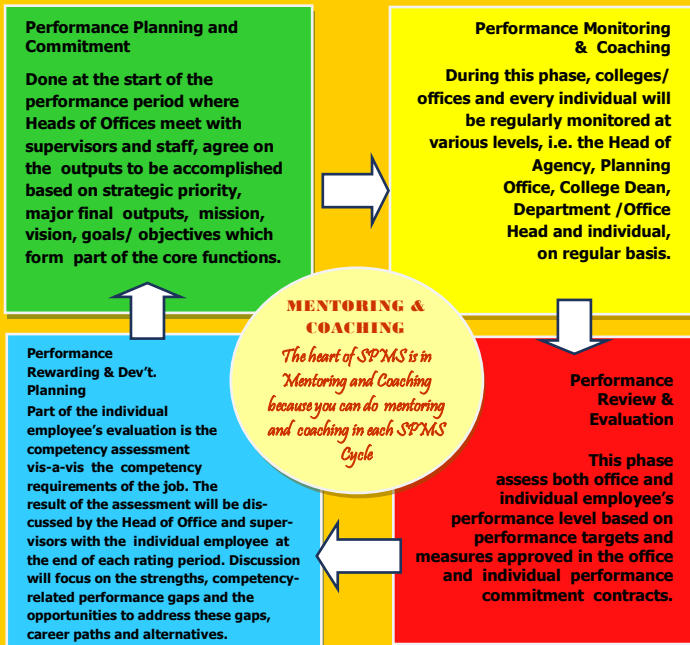
### The Planning Office Management Office serves as the University Performance Management Team Secretariat

### Committee levels composition and corresponding duties and responsibilities

<p>College/Campus PMT</p> <p>1. College/Campus/Institute Dean/ Director</p> <p>Members</p> <p>1. Associate Dean/Planning Officer or highest officer in charge of Organizational Planning (serves as Secretariat)</p> <p>2. College Administrative Officer</p> <p>3. BUUFA Representative</p> <p>4. BU-ANTS Representative</p> <p>5. Budget Officer/Accountant or highest officer in charge of financial management</p>	<ul style="list-style-type: none"> <li>Draft, submit thru Univ. PMT for approval of the University President, unit's goals, objectives and performance targets using standard formats &amp; forms;</li> <li>Collect and consolidate the individual performance targets &amp; commitments;</li> <li>Assign persons to conduct the performance monitoring &amp; evaluation in behalf of the Team; (Department Chairs for teaching personnel)</li> <li>Compile, review, compute and finalize evaluation ratings of individual personnel and provide feedback on the same;</li> <li>Prepare and submit the summarized college/campus personnel evaluation report to the University PMT;</li> <li>Recommend interventions/actions based on the results of the evaluation; and</li> <li>Serve as first level arbiter for contested evaluation results</li> </ul>
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All employees are expected to perform their tasks and contribute to their unit's performance

### Four-Stage Cycle of SPMS



## SPMS RATING SCALE

**Quality/Effectiveness (Q)** The extent to which actual performance compares with targeted performance; The degree to which objectives are achieved and the extent to which targeted problems are solved; In management, effectiveness relates to getting the right things done.

Written work		Not written work	
Rating	Description	Rating	Description
5	Output is substantially correct and complete, no major mistakes or deficiency; every aspect of the work assignment well covered; clearly presented; well organized	5	Excellent results; all aspects of work assignment thoroughly covered. No mistakes in performing the duty
4	No error in content, requiring restudying or major rehash of the subject substance, 10% of the output subjected to modifications or not organized.	4	One or two minor errors in execution of work assignment; results still very good, 1-2 mistakes in performing the duty
3	25% of the substantial aspect of the work had to be revised: or Grammatically incorrect	3	More than two minor errors or deficiencies in the execution of work assignment. Results are acceptable. 3 mistakes in performing duty
2	50% of the substantial aspect of the work had to be revised.	2	One major error or deficiency that can be overcome with help from supervisor; 4-5 mistakes in performing duty; Had been a cause of delay to colleagues who uses the particular output as input to their work; Was subject of written complaint or negative comment from colleagues, clients or general public.
1	Work not acceptable. Needs total revision. Assignment has to be given to another	1	Haphazard or careless execution of work assignment; unacceptable results. 6 or more mistakes in performing the duty. Had caused organizational problem.

**EFFICIENCY(E)** The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with in a minimum amount or quantity of waste, expense or unnecessary effort.

Rating	Description	Formula - Efficiency Rating
5	Target or quota exceeded by 30% or more; planned quantity for the rating period exceeded by at least 30%.	$ER = \frac{\text{(accomplishment)}}{\text{(target / quota)}} \times 100$
4	Target or quota exceeded by at least 15% but short of 30%	
3	Target or quota accomplished or had exceeded up to 14% or less.	
2	Only 51% to 99% of target or quota was accomplished	
1	Less than 50% of quota or target was accomplished	
		= $\frac{100,000}{70,000} = 142.86\%$ exceeded by 30% or more Efficiency rating is equivalent to 5

**TIMELINESS(T)** Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders ; Time-related performance indicators evaluate such things as project completion deadlines, time management skills and other time sensitive expectations.

Work which can be prepared & submitted earlier than scheduled date		Work which cannot be completed and/or submitted earlier than scheduled date (e.g. accounting reports due end of the month)	
Rating	Description	Rating	Description
5	Task completed at least 2 days before the scheduled date of completion or deadline	5	Task completed on the scheduled date of completion or deadline
4	Task completed at least 1 day before the scheduled date of completion or deadline	4	Task completed one (1) day after the scheduled date of completion or deadline
3	Task completed on the scheduled date of completion or deadline	3	Task completed two (2) days after the scheduled date of completion or deadline
2	Task completed 1 day after the deadline or planned time	2	Task completed three (3) days or more after the scheduled date of completion or deadline
1	Task completed 2 days after the deadline or planned time	1	Task not completed at all



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# FAQ

## Why must BU have a CSC-Approved SPMS

### Mandated by Law

**Administrative Order No. 241 series of 2008 ;  
Joint Resolution No. 4 of the Congress of the Philippines**

Item 1 (d) of the Joint Resolution No. 4 (Governing Principles of the Modified Compensation and Position Classification System and Base Pay Schedule of the Government) of the Congress of the Philippines states that "a performance-based incentive scheme which integrates personnel and organizational performance shall be established to reward exemplary civil servants and well performing institutions"

Item 4 of Joint Resolution No. 4 likewise states that "Step increments - an employee may progress from step 1 to 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on performance management system approved by the CSC and/or through length of service, in accordance with the rules and regulations to be promulgated jointly by the DBM and the CSC."

Item 17 ( c ) of Joint Resolution No. 4 likewise states that "the CSC, in developing the Performance Management System shall ensure that all personnel performance shall be linked with organizational performance in order to enhance the performance orientation of the compensation system."

Section 5 of Administrative Order No. 241 provides that "agencies shall institute a Performance Evaluation System based on objectively measured output and performance of personnel and units, such as the Performance Management System - Office Performance Evaluation System developed by the CSC"

## Basis for the Grant of Step Increment

**Joint CSC-DBM Circular No. 1, s. 2012 dated Sept. 3, 2012**

An employee may progress from Step 1 to Step 8 of the salary grade allocation of his/her position in recognition of meritorious performance based on a Performance Management System approved by the CSC and/or through length of service.

2 Step increments due to meritorious performance may be granted to a qualified official or employee who has attained 2 ratings of Outstanding during 2 rating periods within a calendar year.

1 step increment due to meritorious performance may be granted to a qualified official or employee who has attained 1 rating of "Outstanding " and 1 rating of "Very Satisfactory" during the 2 rating periods within a calendar year.

Step increment due to Meritorious Performance shall be granted initially effective January 1, 2015 and subsequently every January of every year thereafter only for those with CSC-approved SPMS.



## Benefits of Adopting SPMS for Government:

### FOR GOVERNMENT:

1. Professionalize the civil service through the institutionalization of performance-based security of tenure.
2. Address the demand to produce tangible results; "what gets measured gets done".

### FOR THE AGENCY:

1. Facilitate the development and on-going review of an organization's strategy to achieve its vision/strategic goals;
2. Provide a method of aligning the organization's activities with its strategic goals/objectives (ensuring no wastage of resources);
3. Allow organization to monitor its performance;
4. Improve Communication (cascading).

### FOR THE MANAGERS/UNIT HEADS:

1. Promote better knowledge of subordinates/team members;
2. Increase team and individual productivity/performance;
3. Prevent of larger issues.

## Basis for all Performance-Based HR benefits in Adopting SPMS

The Policy Guidelines Governing the Establishment of Strategic Performance Management System (CSC Resolution No. 1200481 dated March 16, 2012 and promulgated by MC No. 6 s. 2012 mandating the establishment and implementation of agency SPMS) .