BU-SPMS Participants (Key Players and Responsibilities)

The composition of the University PMT and their duties and responsibilities

- The Planning Office Management Office serves as the University Performance Management Team Secretariat

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

**Four-Stage Cycle of SPMS**

**Performance Planning and Commitment**

- During this phase, colleges/ offices and every individual will be regularly monitored at various levels, i.e. the Head of Office/ College Dean, Department / Office Head and individual, on regular basis.

**Performance Monitoring & Coaching**

- This phase assesses both office and individual employees' performance level based on performance targets and measures approved in the office and individual performance commitment contracts.
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.

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.

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.

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).