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NATIONAL CAPITAL REGION

November 17, 2014

ALFREDO E. PASCUAL

President

University of the Philippines

2F Quezon Hall, University of the Philippines

Diiman, Quezon City

Dear **President Pascual**:

This refers to the Strategic Performance Management System (SPMS) of the University of the Philippines (UP), which was submitted to this Office for approval.

An evaluation of the provisions of the System shows substantial compliance with CSC Memorandum Circular No. 6, s. 2012. However, there are certain areas that have to be addressed, as follows:

1. There is no Office Order issued by the Agency Head constituting the Performance Management Team (PMT);
2. There is no table of Major Final Outputs (MFOs) submitted enumerating all products and services of the agency which should be aligned to address the following: agency strategic priorities, agency mandates/vision, mission, OPIF logframe, Philippine Development Plan, and Organizational Sectoral/Societal Goals;
3. There should be success indicators identified for each MFO to be crafted which are Specific, Measurable, Attainable, Realistic, and Time-bounded (SMART) and with three (3) performance measures namely, Effectiveness/Quality, Efficiency/Quantity, and Timeliness;
4. There is no database/summary of targets created which will serve as basis for verification of accomplishments;
5. The range of rating (in terms of percentage of accomplishment) for Efficiency/Quantity for Very Satisfactory, Satisfactory, and Unsatisfactory levels of performance is not in accordance with CSC Memorandum Circular No. 13, s. 1999. Likewise, there is no separate and clear standards for measuring Effectiveness/Quality and Timeliness for all levels of performance; and
6. The Agency SPMS calendar submitted does not contain all the activities, unit/person responsible, and timeframe for each phase of the four (4) stages/phases of the SPMS cycle, to include the feedback session on the performance of the offices as well as the officials/employees, schedule for the Annual Agency Performance Review Conference, orientation on the new and revised policies on the SPMS, and for the conduct of the Agency SPMS pilot test.

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Other Observations:

1. Under the SPMS guidelines, performance is being measured based on accomplishments against targets. The performance measures are categorized into Efficiency/Quantity, Effectiveness/Quality, and Timeliness. The performance should be treated independently of the competencies and behavioral dimensions. Hence, the Critical Factors which have twenty percent (20%) weighted allocation and forming Part 2 of the IPCR should be excluded from the computation of individual rating and the same should be deleted in the IPCR form.

2. Intervening tasks should be rated just like ordinary tasks. Hence, the provision for a maximum of 0.5 additional points for the performance of intervening tasks for an aggregate of 176 hours in the Agency SPMS guidelines should be modified.

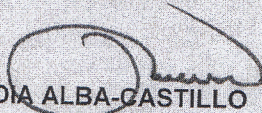
In view thereof, the UP SPMS is hereby approved for initial implementation, subject to compliance with the above-enumerated observations. A copy of the UP SPMS incorporating compliance with the above-enumerated observations and a report of implementation of this SPMS shall be submitted to CSC-NCR within three (3) months after 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 Plan

Finally, as represented in your letter, the UP SPMS shall apply to all administrative personnel, for implementation in all Constituent Universities (CUs) and autonomous units, colleges, and support offices: UP Diliman, UP Los Baños, UP Manila/PGH, UP Visayas including UP Tacloban, UP Open University, UP Baguio, UP Mindanao, and UP Cebu.

Thank you for your support to the programs of the Commission.

Very truly yours,


LYDIA ALBA-CASTILLO
Director IV

Copy furnished:

DIRECTOR II JOCELYN PATRICE L. DECO
CSCFO-University of the Philippines

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