




Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
**REGION XIII (CARAGA)**  
1559 Matimco Bldg, Km 4., Libertad, Butuan City  
caraga.dilg.gov.ph


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Name of Division/FOU: FINANCE AND ADMIN. DIVISION/PERSONNEL SECTION

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)**

MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)							
DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Monitoring the Implementation of the Strategic Performance Management System (SPMS)							
QP-R13-FAD-09	Quality Procedure	10.16.17					
QO-QP-R13-FAD-09	Quality Objective	10.16.17					
QME-QP-R13-FAD-09	Quality Monitoring and Evaluation	10.16.17					
FM-QP-R13-FAD-09-01	Process Summary Logsheet	10.16.17					

Prepared by:

<b>KAREN GRACE S. GABINETE</b>
<b>LGOO II</b>
<b>Regional Document Controller</b>

Noted by:

<b>DONALD A. SERONAY</b>
<b>Asst. Regional Director</b>
<b>Quality Management Representative</b>



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Name of Division/FOU: FINANCE AND ADMIN. DIVISION/PERSONNEL SECTION

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
Monitoring the Implementation of the Strategic Performance Management System (SPMS)							
DILG Circular No. 2017-10	DILG Circular No. 2017-10						
FM-QP-AS-HRMD-04-01	Office Performance Commitment and Review (SPMS Form 1)						
FM-QP-AS-HRMD-04-02	Division Performance Commitment and Review (SPMS Form 2)						
FM-QP-AS-HRMD-04-03	Individual Performance Commitment and Review (SPMS Form 3)						
FM-QP-AS-HRMD-04-04	SPMS Monthly DPCR Monitoring Form (SPMS Form 4)						
FM-QP-AS-HRMD-04-05	Performance Monitoring and Coaching Journal (SPMS Form 5)						
FM-QP-AS-HRMD-04-06	Coaching Report Form (SPMS Form 6)						
FM-QP-AS-HRMD-04-07	Professional Development Plan (SPMS Form 7)						
FM-QP-AS-HRMD-04-08	Individual Development Plan (SPMS Form 8)						
FM-QP-AS-HRMD-04-09	Summary List of Individual Performance Ratings (SPMS Form 9)						
FM-QP-AS-HRMD-04-10	Critical Incident Journal Form (SPMS Form 10)						
FM-QP-AS-HRMD-04-11	SPMS Monitoring Matrix (SPMS Form 11)						
FM-QP-AS-HRMD-04-12	Status of Submission (SPMS Form 12)						
FM-QP-AS-HRMD-04-13	Consolidated P/IDPs (SPMS Form 13)						
FM-QP-AS-HRMD-04-14	Individual Development Plan for Division Chiefs and Executive/Managerial Position in the 2nd Level						
CSC MC No. 6, s. 2012	CSC MC No. 6, s. 2012						

Prepared by:

KAREN GRACE S. GABINETE

LG00 II

Regional Document Controller

Noted by:

DONALD A. SERONAY

Asst. Regional Director

Quality Management Representative





PROCEDURE TITLE	MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)		
SCOPE	This process covers the 4-stage cycle of SPMS implementation which starts from Performance Planning and Commitment to Performance Rewarding and Developmental Planning		
PURPOSE	To define the process and procedures of implementation of the Strategic Performance Management System (SPMS)		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
AOPB of the Department <div>AOPB of the Region Regional OPCR</div>		Monitoring the Implementation of the Strategic Performance Management System (SPMS)	SPMS Commitments → Central Office SPMS Ratings → Personnel File P/IDP
DESCRIPTIVE STATEMENT: This is in compliance with the requirement of the Department to ensure implementation of SPMS process from setting of commitments to the rating of performance. The Regional OPCR Commitments, and the Provinces/Cities/Divisions will craft their respective O/D/IPCR for approval and submission. This will be the basis in measuring their performance. And, at the end of each semester, summary ratings of each unit and individual will determine the over-all rating regionwide which will be submitted to the Central Office.			

Step No.	Responsible Personnel	Process/Activity	Details	References
<b>Performance Planning and Commitment</b>				
1	<b>Regional Performance Management Team (RPMT) Secretariat</b>	Prepare Notice of Meeting	<ul style="list-style-type: none"> <li>PMT Secretariat to prepared Notice of Meeting and disseminates to all PMT members</li> </ul>	<ul style="list-style-type: none"> <li>Notice of Meeting</li> </ul>
2	<b>RPMT</b>	Convene for the OPCR Planning and Commitment	<ul style="list-style-type: none"> <li>PMT Chair to convene the members for the planning and commitment for the covered semester</li> <li>Formulates success indicators based from the OPB</li> <li>Identify FOU's or Divisions responsible for each deliverable and the allotted budget based on the AOPB</li> </ul>	<ul style="list-style-type: none"> <li>AOPB</li> <li>Form 1 (OPCR)</li> <li>Minutes of Meeting</li> </ul>
3	<b>Regional Planning Officer</b>	Finalization of OPCR	<ul style="list-style-type: none"> <li>Finalize OPCR and submit it to Regional Director</li> <li>Once approved and signed, submit OPCR to Planning Service of Central Office and copy furnished Personnel Section</li> </ul>	<ul style="list-style-type: none"> <li>Signed OPCR</li> </ul>
4	<b>Regional Planning Officer/HRMO</b>	Cascading of OPCR (Commitments/Tar gets) to FOU's and Divisions	<ul style="list-style-type: none"> <li>Convene the Assistant Regional Director, all Provincial/City Directors, OM/PM, and Division Chiefs and cascade OPCR</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of Meetings</li> <li>Attendance Sheet</li> </ul>





# QUALITY PROCEDURE (QP)

5	ARD/Provincial/City Directors/Division Chiefs	OPCR/DPCR Preparation Cascading Targets and of	<ul style="list-style-type: none"> <li>Formulate success indicator based on OPCR</li> <li>Assign individual personnel responsible to each deliverable</li> <li>Prepare, sign and submit the accomplished O/DPCR to Regional Planning Officer</li> </ul>	<ul style="list-style-type: none"> <li>Minutes of Meetings</li> <li>Attendance Sheet</li> <li>Signed SPMS Form 1 for ARD, P/C Directors</li> <li>Signed SPMS Form 2 for DC</li> </ul>
6	Regional Planning Officer/HRMO	Review OPCR/DPCR of	<ul style="list-style-type: none"> <li>Review the submitted O/DPCR from FOU's and Division Chiefs against AOPB</li> <li>If correct, submit to RD for signature</li> <li>Send scanned copy of approved O/DPCR to concerned FOU's/Divisions</li> </ul>	<ul style="list-style-type: none"> <li>Approved SPMS Forms 1 &amp; 2</li> </ul>
7	ARD/Provincial/City Directors/Division Chiefs	Cascading O/DPCR Individual personnel of to	<ul style="list-style-type: none"> <li>Communicate/cascade approved O/DPCR to staff/office/team</li> </ul>	<ul style="list-style-type: none"> <li>Approved SPMS Form 1 or 2</li> <li>Memo</li> <li>Attendance Sheet</li> </ul>
8	Individual Personnel	D/IPCR Commitment Preparation	<ul style="list-style-type: none"> <li>Formulate targets using SPMS Forms 2 or 3 (D/IPCR) based on the assigned tasked in the approved O/DPCR</li> <li>Sign and submit Forms 2 or 3 to PD/CD/DC for approval</li> <li>Submit accomplished Commitment Form to Personnel Section on the deadline set by Regional Management</li> </ul>	<ul style="list-style-type: none"> <li>Approved SPMS Form 2 or 3</li> </ul>
9	Personnel Section	Consolidation, report preparation and submission of O/D/IPCR Commitment Forms	<ul style="list-style-type: none"> <li>Collate all scanned SPMS Forms</li> <li>Store scanned copies of forms in a CD and in the computer with complete label</li> <li>Submit CD to Central Office</li> </ul>	<ul style="list-style-type: none"> <li>Scanned copies of all SPMS Forms</li> <li>Copy of CD</li> <li>Transmittal letter</li> </ul>
<b>PERFORMANCE MONITORING AND COACHING</b>				
10	Respective Heads of Offices/Divisions/ Supervisors	Monitor Performance & Identify Performance Gaps	<ul style="list-style-type: none"> <li>Monitor performance of individual employees vis-a-vis O/D/IPCR commitments</li> <li>Monitor the submission of the Monthly DPCRs of personnel for the monthly accomplishments (5th day of ensuing month)</li> <li>If there are critical incidents which affect the delivery/execution of commitments, fill-out Critical Incident Form (SPMS Form 10)</li> </ul>	<ul style="list-style-type: none"> <li>SPMS Forms 4, 5, 6, 10 Logbook</li> </ul>



# QUALITY PROCEDURE (QP)

			<ul style="list-style-type: none"> <li>If there are performance gaps identified, plan and provide coaching/mentoring/development interventions</li> </ul>	
<b>PERFORMANCE REVIEW AND EVALUATION</b>				
11	<b>Respective Heads of Offices/Divisions/Supervisors/Planning Officer</b>	Review, Evaluation and Ratings of Performance	<ul style="list-style-type: none"> <li>Review actual performance of individual personnel against targets at the end of every semester</li> <li>Compute and finalize ratings based on the approved Rating Scales</li> </ul>	<ul style="list-style-type: none"> <li>O/D/IPCR, DPCR Monthly Monitoring Form</li> </ul>
12	<b>Planning/Personnel Officer</b>	Preparation of Memo on the Submission of Performance Ratings	<ul style="list-style-type: none"> <li>Prepare and submit Memo for approval by RD</li> <li>Forward signed Memo the FOU/Divisions</li> </ul>	<ul style="list-style-type: none"> <li>Memo</li> </ul>
13	<b>Respective Heads of Offices/Divisions/Supervisors/Planning Officer</b>	Submission of O/D/IPCR Ratings and other required forms	<ul style="list-style-type: none"> <li>Submit OPCR/DPCR thru Planning Officer for approval of RD</li> <li>Planning Officer to prepare OPCR Ratings for the region subject for approval by RD</li> <li>SPMS Focal in FOU/Individual Personnel shall scan and submit scan copies of all SPMS accomplished forms to the Regional Office</li> </ul>	<ul style="list-style-type: none"> <li>Transmittal</li> <li>Approved OPCR/DPCR</li> <li>Scanned copies of SPMS Forms</li> </ul>
14	<b>Personnel Section</b>	Collation and Submission of All Filled-out SPMS Ratings Forms	<ul style="list-style-type: none"> <li>Collate all submitted scanned SPMS Rating Forms including OPRC Ratings for the region and Individual Development Plan;</li> <li>Prepare SPMS Forms 11, 12, 13</li> <li>Store scanned copies of all forms in a CD and in the computer with complete label</li> <li>Submit CD and SPMS Forms 11, 12, 13 to Central Office once approved by RD</li> </ul>	<ul style="list-style-type: none"> <li>SPMS Forms 11, 12, 13</li> <li>Transmittal Letter</li> </ul>
<b>PERFORMANCE REWARDING AND DEVELOPMENTAL PLANNING</b>				
15	<b>Regional Performance Management Team (PMT)</b>	Review and Evaluation of Ratings	<ul style="list-style-type: none"> <li>Identify potential top performers and non-performers</li> <li>Submit report of Top Performers to PRAISE Committee for possible grant of Awards and Incentives; and to Personnel Development Committee (PDC) for inclusion to</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>





			Pool of Prospective Scholars for possible Scholarship Grants	
			<ul style="list-style-type: none"> <li>• Submit to PDC report of non-performers for further developmental interventions (e.g. Attendance to trainings, learning sessions, etc.)</li> </ul>	
16	<b>HRMO/SPMS Focal in the Region</b>	Retain documented information	<ul style="list-style-type: none"> <li>• Retain documented information per Control of Documented Information System Procedure (R13-SP-02)</li> </ul>	<ul style="list-style-type: none"> <li>• Control of Records (SP-R13-02) and Masterlist of Records</li> </ul>

**Definition of Terms:****RD** – Regional Director**PD** – Provincial Director**CD** – City Director**DC** – Division Chief

OPCR – Office Performance Commitment and Review

DPCR – Division Performance Commitment and Review

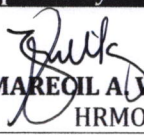
IPCR – Individual Performance Commitment and Review

IDP – Individual Development Plan

PRAISE – Program on Awards and Incentives for Service Excellence

**Legal References:**

- CSC MC No. 6, s. 2012
- Department Circular No. 2017-20, s. 2017

Prepared By:	Reviewed By:	Approved By:
 <b>MARECIL A. VILLASAN</b> HRMO II <b>Process Owner</b>	 <b>DONALD A. SERONAY</b> Assistant Regional Director <b>Quality Management Representative</b>	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director <b>Top Management</b>

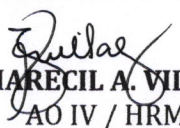
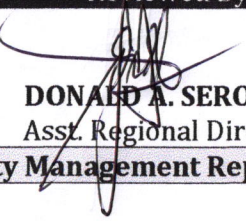



DILG REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING  
AND EVALUATION (QME)**

Document Code		
<b>QME-QP-R13-FAD-09</b>		
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DIVISION/FOU		FINANCE AND ADMINISTRATIVE DIVISION		
PROCEDURE TITLE		MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)		
OBJECTIVE STATEMENT		1. Timely submission of accomplished SPMS Commitments/Targets Forms to Regional/Central Office 2. Timely submission of accomplished SPMS Ratings Forms to Regional/Central Office		
CURRENT PERIOD				
INDICATORS		1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	Total
Objective 1: Timely submission of accomplished SPMS Commitments/Targets Forms to Regional/Central Office				
A	Total number of accomplished SPMS Commitments/Targets Forms submitted to RO/CO on the deadline			
B	Total No. of Personnel			
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met			
Objective 2: Timely submission of accomplished SPMS Ratings Forms to Regional/Central Office				
A	Total number of accomplished SPMS Ratings Forms submitted to RO/CO on the deadline			
B	Total No. of Personnel			
C	Formula: $\frac{A}{B} \times 100$	Target Result: 80%		
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met			
Note: For unmet targets, the QMS Secretariat will issue Corrective Action Report (CAR) duly signed by DILG-XIII Deputy QMR				

Prepared By	Reviewed By	Approved By
 <b>MARECIL A. VILLASAN</b> AO IV / HRMO II	 <b>DONALD A. SERONAY</b> Assl. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Quality Management Representative</b>	<b>Top Management</b>





DILG REGION XIII (CARAGA)  
**QUALITY  
OBJECTIVE (QO)**

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<b>DIVISION/SECTION</b>	<b>Finance and Administrative Division, Personnel Section</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker/Logsheets, Summary Logsheets, Report, Memo etc)
	Objective	Target	Indicator/Formula (if applicable)			
• Submission of SPMS Commitments Form	• Timely submission of accomplished SPMS Commitments/Targets Forms to Regional/Central Office	• 80% of accomplished SPMS Commitments/Targets Forms submitted to RO/CO on the deadline	• Total number of accomplished SPMS Commitments/Targets Forms submitted to RO/CO on the deadline/ Total No. of Personnel	• Semestral	• Personnel Officer/Staff/ Designate	• Logsheets • Transmittal of the submitted documents • CD/DVD
• Submission of SPMS Ratings Forms	• Timely submission of accomplished SPMS Ratings Forms to Regional/Central Office	• 80% of accomplished SPMS Ratings Forms of the region submitted to RO/CO on the deadline	• Total number of accomplished SPMS Ratings Forms submitted to RO/CO on the deadline/ Total No. of Personnel	• Semestral	• Personnel Officer/Staff/ Designate	• Logsheets • Transmittal of submitted documents • CD/DVD

Prepared By	Reviewed By	Approved By
 <b>MARECIL A. VILLASAN</b> AO IV / HRMO II	 <b>DONALD A. SERONAY</b> Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Quality Management Representative</b>	<b>Top Management</b>





DILG REGION XIII (CARAGA)

# MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) Process Summary Logsheets (PSL)

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Quality Objective: 1.) Timely submission of accomplished SPMS Commitments/Targets Forms to Regional/Central Office

2.) Timely submission of accomplished SPMS Ratings Forms to Regional/Central Office

Frequency of Monitoring:

Covered Period:

Due Date of Submission:

No.	Name of Personnel	COMMITMENTS/TARGETS						RATINGS						Remarks/Particulars
		Date Document Received	Due Date of Submission to RO/CO	Date Transmitted to RO/CO	Objective 1 Results			Date Document Received	Due Date of Submission to RO/CO	Date Transmitted to RO/CO	Objective 2 Results			
					Met	Unmet	Remarks, if unmet				Met	Unmet	Remarks, if unmet	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

TOTAL  
RESULT

Prepared by:	Reviewed by:	Approved by:
 MARECILA A. VILLASAN AO IV / HRMO II Process Owner	 DONALD A. SERONAY Assistant Regional Director Quality Management Representative	 LILIBETH A. FANACION, CESO III Regional Director Top Management