



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 Administrative Division

MASTERLIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM			RETENTION PERIOD			DISPOSAL
				FOLDER	Database	SCHEME	ACTIVE	STORAGE	TOTAL	
MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)										
	PDF file of Accomplished Targets & Ratings of Individuals	PERSONNEL SECTION	Database/Desktop		√	Semeter	1 year	3 years	4 years	
	File Copy of Documents Transmitted to Central Office	PERSONNEL SECTION	Folder	√		Semeter	1 year	3 years	4 years	
	File Copy of Memorandum/Advisory Transmitted to FOU's/Individual Personnel	PERSONNEL SECTION	Folder/201 Folder	√		Semeter	1 year	3 years	4 years	

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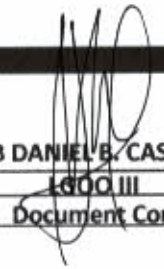
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Name of Division/FOU: **Finance and Administrative Division**

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 (QP)	10.16.17					
QO-QP-R13-FAD-09	Quality Objective (QO)	10.16.17					
QME-QP-R13-FAD-09	Quality Monitoring and Evaluation (QME)	10.16.17					
FM-QP-R13-FAD-09-01	Process Summary Logsheet (PSL)	10.16.17					

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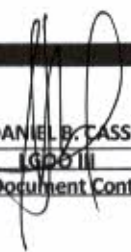
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Name of Division/F Finance and Administrative Division

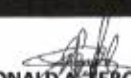
MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)							
	Office Performance Commitment & Review (OPCR)						
	Division Performance Commitment & Review (DPCR)						
	Individual Performance Commitment & Review (IPCR)						
	SPMS Monthly DPCR Monitoring Form						
	Performance Monitoring and Coaching Journal						
	Coaching Report Form						
	Professional Development Plan (PDP)						
	Individual Development Plan (IDP)						
	Summary List of Individual Performance Rating						
	Critical Incident Journal Form						
	SPMS Monitoring Matrix						
	Status of Submission						
	Consolidated Professional/Individual Development Plans (P/IDPs)						
	Individual Development Plan for Division Chiefs and Executive / Managerial Position in the 2nd level						
	Guidelines on the Use of the Department Strategic Performance Management System (SPMS)						

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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
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> CSC approved Department's SPMS Guidelines </div> <p style="text-align: center;">Memorandum →</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> Process in monitoring the implementation of SPMS in the region </div>	<p style="text-align: center;">SPMS Commitments and Ratings of officers and personnel →</p>

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
PERFORMANCE PLANNING & COMMITMENT				
1	Planning/ Personnel Officers	<ul style="list-style-type: none"> Prepare Memo on the preparation of the O/D/IPCR for the semester 	<ul style="list-style-type: none"> Prepare and submit Memo for approval by the RD Forward signed Memo to the Provincial/ City offices/Divisions/Unit thru e-mail 	<ul style="list-style-type: none"> CO Memo
3	Provincial/ City and Division SPMS Focal Persons	<ul style="list-style-type: none"> Prepare Provincial/ City and Division O/D/PCR 	<ul style="list-style-type: none"> Prepare O/D/PCR based on the Regional OPCR Provincial/City Office: PM/OM/Focal Person prepare DPCR and forward to PD/CD for approval 	<ul style="list-style-type: none"> Regional OPCR





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> Regional Office: Division Chiefs prepare DPCR and forward to RD for approval Upon approval, cascade O/DPCR to all personnel for their IPCRs. 	
4	Provincial/ City and Division SPMS focal persons	<ul style="list-style-type: none"> Conduct of SPMS Cascading 	<ul style="list-style-type: none"> Present the Provincial/ City/ Division O/DPCR to personnel for them to come up with their respective IPCRs 	<ul style="list-style-type: none"> Provincial and City OPCR DPCR
5	Planning/ Personnel Officers	<ul style="list-style-type: none"> Monitor submission of O/D/IPCR Commitments 	<ul style="list-style-type: none"> Receive accomplished SPMS Commitment forms and update the SPMS monitoring matrix. For incomplete/ non submission, follow-up w/ concerned offices through Memo signed by the RD Signed O/D/IPCR Commitments and will be scanned / submitted to Central Office thru e- mail 	<ul style="list-style-type: none"> Log Book SPMS Monitoring Matrix RO Memo
PERFORMANCE MONITORING AND COACHING				
6	Respective Heads of Offices/ Supervisors	<ul style="list-style-type: none"> Monitor performance 	<ul style="list-style-type: none"> Monitor performance of individual employees vis-a-vis O/D/IPCR performance commitments. Monitor the submission of the Monthly DPCRs of personnel for their monthly accomplishments (5th day of ensuing month) If there are critical incidents which affect the delivery/execution of commitments, fill-out the Critical Incident Form. 	<ul style="list-style-type: none"> SPMS Monitoring Matrix Signed Memo DPCR Monthly Monitoring Form, Monitoring and Coaching Journal, Coaching Report Form Critical Incident Form
7	Respective Heads of Offices/ Supervisors	<ul style="list-style-type: none"> Identify performance gaps 	<ul style="list-style-type: none"> If there are performance gaps identified, plan and provide coaching/development interventions. 	<ul style="list-style-type: none"> DPCR monthly Monitoring Form, Monitoring & Coaching Journal, Coaching Report Form, Professional





Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
				Development Plan
PERFORMANCE REVIEW AND EVALUATION				
8	Respective Heads of Offices/ Supervisors/Planning Officer	<ul style="list-style-type: none"> Review and evaluate performance and approval of Performance Rating by the concerned officials 	<ul style="list-style-type: none"> Review actual performance against targets at the end of every semester. Compute the rating based on the Rating Scale provided Finalize Ratings of concerned division/unit/individuals Regional Office, approval by RD Provincial /City Offices, approval by the PD/CD 	<ul style="list-style-type: none"> O/D/IPCR, DPCR Monthly Monitoring Form
9	Planning /Personnel Officer	<ul style="list-style-type: none"> Prepare Memo on the submission of the Performance Ratings 	<ul style="list-style-type: none"> Prepare and submit Memo for approval by RD Forward signed Memo to the Provincial/ City Offices /Divisions thru e-mail 	<ul style="list-style-type: none"> CO Memo
10	Provincial/ City/ Division SPMS Focal Person	<ul style="list-style-type: none"> Submit O/D/IPCR 	<ul style="list-style-type: none"> Submit O/D/IPCR of provinces, cities and divisions to the Regional Office 	<ul style="list-style-type: none"> SPMS Forms



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
11	Planning / Personnel Officer	<ul style="list-style-type: none"> Receive filled-out O/D/IPCR 	<ul style="list-style-type: none"> Receive filled-out forms w/ attachments on or before the set deadline and update the SPMS Submission Status Forms and Monitoring Matrix. For incomplete/ non submission, follow-up w/ concerned offices through Memo signed by the RD 	<ul style="list-style-type: none"> O/D/IPCR , DPCR Monthly Monitoring Form, Monitoring and Coaching Journal, Coaching Report Form, Summary List of Individual Performance Ratings, Individual/ Professional Development Plans, Critical Incident Form SPMS Monitoring Matrix
PERFORMANCE REWARDING AND DEVELOPMENTAL PLANNING				
12	Regional Office Performance Management Team (ROPMT)	<ul style="list-style-type: none"> Review and evaluate Ratings Operating Units/Division and Individual/Personnel 	<ul style="list-style-type: none"> Identify potential top performers and provide inputs to the PRAISE Committee for grant of Awards and Incentives Submit Report to PRAISE Committee of Top Performers 	<ul style="list-style-type: none"> SPMS Forms
13	Personnel Officer/SPMS Focal Person	<ul style="list-style-type: none"> Collate Individual and Professional Development Plan 	<ul style="list-style-type: none"> Summarize IDPs and PDPs and submit to Central Office for Learning and Development Intervention and for the Regional Office's L & D Plan 	<ul style="list-style-type: none"> Consolidated IDP and PDP
14	Planning /Personnel Officers	<ul style="list-style-type: none"> Retain records 	<ul style="list-style-type: none"> File all O/D/IPCR in soft copies While individuals maintain hard Copies. 	Control of Records (SP-R13-02) and Masterlist of Records





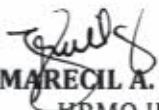


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Definition of Terms:

- IDP – Individual Development Plan
- PDP – Professional Development Plan
- OPCR – Office Performance Commitment Report
- DPCR – Division Performance Commitment Report
- IPCR – Individual Performance Commitment Report
- PRAISE – Program on Awards and Incentives for Service Excellence
- L & D – Learning and Development

Legal References:

- Approved SPMS Guidelines and Memorandum from DILG, Central Office

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DILG REGION XIII (CARAGA)
QUALITY OBJECTIVE (QO)

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DIVISION	Finance and Administrative Division
QUALITY PROCEDURE TITLE	MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents
	Objective	Target	Indicator/Formula (if applicable)			
Monitoring the Implementation of SPMS	<ul style="list-style-type: none"> Timely Submission of the Consolidated Report of Office/Individual Performance Rating to DILG, Central Office 	<ul style="list-style-type: none"> 1st Sem.- On or before July 31 2nd sem. - On or before Jan. 31 	<ul style="list-style-type: none"> Expected Date of Submission Actual Date of Submission No. Of Days Elapsed = Expected Date of Submission - Actual Date of Submission 	Semestral	Marecil A. Villasan	Memo for the transmittal of the Consolidated Report

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DILG REGION XIII (CARAGA)

PROCESS QUALITY MONITORING AND EVALUATION (QME)

Document Code

QME-QP-R13-FAD-09

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DIVISION	Finance and Administrative Division			
PROCEDURE TITLE	MONITORING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)			
OBJECTIVE STATEMENT	Timely submission of the Consolidated Report of Office /Individual Performance Rating to Central Office <ul style="list-style-type: none"> • 1st Sem – On or before July 31 • 2nd Sem – On or before January 31 			
CURRENT PERIOD				
	INDICATORS	1st Semester	2nd Semester	Total
A	Expected Date of Submission			
B	Actual Date of Submission			
C	Formula: B-A Target Result: Variance = ≤ 0			
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met			
<p>Note: For unmet targets of two (2) consecutive periods, initiate correction action using the Corrective/Preventive Action Report (CPAR) and attach it to this form.</p>				

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DILG REGION XIII (CARAGA)

MONITORING THE IMPLEMENTATION OF SPMS Process Summary Logsheets (PSL)

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QUALITY OBJECTIVE: Timely Submission of Consolidated Report of Office/Individual Performance Rating to Central Office
FREQUENCY OF MONITORING: Semestral
COVERED PERIOD: First Semester and Second Semester of the Year
Due Date of Submission: First Semester (On or before July 31) /Second Semester (On or before January 31)
Legend:

No.	Operating Units/Division/Units	Date Received				Date Submitted to CO				Objective Results			Remarks/Particulars
		OPCR	DPCR	IPCR	Summary of Rating	OPCR	DPCR	IPCR	Summary of Rating	Met	Unmet	Remarks, if unmet	
1													
2													
3													
4													
5													
6													
7													
8													

Total Result

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 HRMO II
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Checked by

DONALD A. SERONAY
 CAO / OIC, Asst. Regional Director
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