

ANNEX A

OFFICE PERFORMANCE COMMITMENT AND REVIEW (OPCR)

CORE FUNCTIONS									
AVERAGE RATING									
Assessed by	Date	Approved by		Date					
		Head of Agency							

Republic of the Philippines
Autonomous Region in Muslim Mindanao
REGIONAL LEGISLATIVE ASSEMBLY
Cotabato City



REGIONAL LEGISLATIVE ASSEMBLY-STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (RLA-SPMS)

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Republic of the Philippines
Autonomous Region in Muslim Mindanao
REGIONAL LEGISLATIVE ASSEMBLY
Cotabato City

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

In line with the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System under MC No. 6, s. 2012 and CSC Resolution No. 1200481, as further reiterated under MC No.8, s. 2013 on the Results Based Performance Management System (RBPMS) the Regional Legislative Assembly – Autonomous Region in Muslim Mindanao (RLA-ARMM) adopts the herein Performance Management System to be referred as RLA Strategic Performance Management System (RLA-SPMS).

PART I – GENERAL POLICIES

I. POLICIES

The RLA-ARMM shall be guided by the following policies on SPMS:

1. Give emphasis to the strategic alignment of the agency's thrusts with the day to day operations of its units;
2. Strengthen the culture of performance and accountability in the agency;
3. Focus on linking individual performance vis-à-vis the agency's organizational vision, mission, and strategic goals;
4. Envision a technology which is composed of strategies, methods and tools for ensuring fulfillment of the functions of offices and its personnel as well as for assessing the accomplishments;
5. Ensure that the employee achieves the objectives set by the organization and the organization on the other hand, achieves the objectives that it has set itself in its strategic plan; and
6. Follow the four-stage PMS cycle: performance planning and commitment, performance monitoring and coaching, performance review and evaluation, performance rewarding and development planning.

II. OBJECTIVES

The SPMS shall be prepared and administered to:

1. Concretize the linkage of organizational performance with the Philippine Development Plan, the Regional Medium Term Development Plan, the Agency Strategic Plan, and the Organizational Performance Indicator Framework;

2. Ensure organizational effectiveness and improvement of individual employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures; and
3. Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system.

III. SCOPE AND COVERAGE

The RLA-SPMS applies to all first and second level employees in the Administrative and Finance Service (AFS), the Legislative Operations Service (LOS), the Regional Commission on Appointments (RCA) Secretariat and the Legal Services Division (LSD) in the career service. It may also apply to employees in the non-career service whenever appropriate.

IV. RATING PERIOD

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

V. PROCEDURES

1. The SPMS shall include the following basic elements:

- a. **Goal Aligned to the Agency mandate and Organizational Priorities.** Performance goals and measurement are aligned to the National Development Plans, Regional Medium Term Development Plan, RLA mandate, vision, mission and strategic priorities and/or organizational performance indicator framework. Standards are pre-determined to ensure efficient use and management of inputs and work processes. These standards are integrated into the success indicators as organizational objectives are cascaded down to operational level.
- b. **Outputs/Outcomes-based.** The system puts premium on major final outputs that contributes to the realization of organizational mandate, mission, vision, strategic priorities, outputs and outcomes.
- c. **Team-approach to performance management.** Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating. Individual's work plan or commitment and rating form is linked to the division work plan or commitment and rating form to establish clear linkage between organizational performance and personnel performance.

- d. **User-friendly.** The forms used for both the organizational (OPCR) and individual (IPCR) performance are similar and easy to accomplish. The organizational and individual major final output and success indicators are aligned to facilitate cascading of organizational goals to the individual employees and the harmonization of organizational and individual performance ratings.
- e. **Information System that supports Monitoring and Evaluation.** Monitoring and Evaluation mechanisms and Information System are vital component of the SPMS in order to facilitate linkage between organizational and employee performance. The M & E and Information System will ensure generation of timely, accurate, and reliable information for both performance monitoring/tracking, accomplishment reporting, program improvement and policy decision-making.
- f. **Communication Plan.** A program to orient agency officials and employees on the new and revised policies on SPMS shall be implemented. This is to promote awareness and interest on the system, generate employees' appreciation for the agency SPMS as a management tool for performance planning, control and improvement, and guarantee employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals.

2. Key Players and Responsibilities

- a. RLA-SPMS Champion – The Speaker as Head of the Regional Legislative Assembly is the prime mover of the RLA-SPMS and shall lead in championing it. He shall:
 - 1. Be primarily responsible and accountable for the establishment and implementation of the RLA-SPMS.
 - 2. Set agency performance goals/objectives and performance measures.
 - 3. Determine agency target setting period.
 - 4. Approve office performance commitment and rating.
 - 5. Assess performance of Offices.
- b. Performance Management Team (PMT). A PMT shall be established in the Regional Legislative Assembly with the following composition:
 - 1. Speaker as Chairperson;

The Members are:

- 1.1 Director for Administrative and Finance Service (AFS);
- 1.2 Director for Legislative Operations Service (LOS);
- 1.3 Chief of the Legal Services Division (LSD);
- 1.4 Chief Administrative Officer for General Administrative and Support Division (GASD);
- 1.5 Chief Administrative Officer for Human Resource Management Division (HRMD);
- 1.6 Chief of the Reference and Research Division (RRD);
- 1.7 Chief of the Appointment Review and Investigation Division (ARID) of the Commission on Appointments; and
- 1.8 First and second level rank and file representatives.

The PMT shall have the following functions and responsibilities:

- Sets consultation meeting of all divisions for the purpose of discussing the targets set in the office performance commitment and rating form.
- Ensures that Office performance targets and measures, as well as the budget are aligned with those of the RLA and that work distribution of offices is rationalized.
- Recommends approval of the office performance commitment and rating to the Speaker.
- Acts as appeals body and final arbiter for performance management issues of the agency.
- Identifies top performers and provide inputs to the Program on Awards and Incentives based on Performance and Unprecedented & Rewarding Ideas (PAPURI) Committee for grant of awards and incentives.
- Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberations, and delegation of authority to representatives in case of absence of its members.

The staff from the General Administrative and Support Division shall serve as the PMT secretariat. It shall have the following functions and duties:

- Monitors submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period;
- Consolidates, reviews, validates and evaluates the initial performance assessment of the Heads of Service and Division based on reported accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Speaker who shall determine the final Office rating;
- Conducts an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Administrative and Finance Service, Legislative Operations Service and Regional Commission on Appointments Secretariat;
- Submits a quarterly accomplishment report to the Speaker based on the RLA-SPMS calendar (Annex C); and
- Provides each Service and Division with the Office Assessment to serve as basis in the assessment of individual employees.
 1. To assist the Secretariat, the Human Resource Management Division shall:
 - Monitor submission of Individual Performance Commitment and Review by heads of Service and Division;
 - Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Speaker;
 - Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
 - Coordinate developmental interventions that will form part of the HR Plan.
 2. Head of Office (RLA Speaker)
 - Assumes primary responsibility for performance management in Regional Legislative Assembly-ARMM;

- Conducts strategic planning session with the Service Directors and Division Chiefs who shall agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the duly accomplished Office Performance Commitment and Review (OPCR) Forms to the General Administrative Support Division;
- Reviews and approves duly accomplished Individual Performance Commitment and Review (IPCR) Forms for submission to the General Administrative Support Division before the start of the performance period;
- Does initial assessment of office's performance using the approved Office Performance Commitment and Review form;
- Determines final assessment of performance level of the individual employees in his/her office based on proof performance;
- Directly instructs the Chief of the Human Resource Management Division to inform employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs;
- Recommends and discuss a developmental plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service; and
- Provides preliminary rating to subordinates showing poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

3. Administrative and Finance Service and Legislative Operations Service Directors

- Assumes joint responsibility with the Speaker in ensuring attainment of performance objectives and targets;
- Monitors closely the status of the implementation of performance objectives and provides support and assistance through the conduct of coaching for the attainment of targets set by the service directors, division chiefs and individual employees;

- Conducts initial assessment of approved Office Performance Commitment and Review form; and
- Conducts coaching session for the attainment of targets in AFS, LOS, RCA Secretariat and LSD.

4. Division Chiefs

- Assume joint responsibility with their respective immediate supervisors in ensuring attainment of performance objectives and targets;
- Rationalize distribution of targets/tasks;
- Monitor closely the status of the performance of their subordinates, and provide support and assistance through the conduct of coaching for the attainment of targets set by the Office;
- Assess individual employees' performance; and
- Recommend developmental intervention.

5. Individual Employees

- Act as partners of management and their co-employees in meeting organizational performance goals

Part 2: The SPMS Process

I. The RLA-SPMS Cycle

The RLA-SPMS shall follow the same four-stage PMS cycle that underscores the importance of performance management.

Stage 1: Performance Planning and Commitment

This is done at the start of the performance period where the Speaker meets with the Service Directors and Division Chiefs who shall agree on the outputs that should be accomplished based on the goals and objectives of the organization.

During this stage success indicators are determined. Success indicators are performance level yardsticks consisting of performance measures and performance targets. This shall serve as basis in the office and individual employee's preparation of their performance contract and rating form.

Performance measures (See Table 1 below) need not be many. Only those that contribute to or support the outcomes that the Assembly aims to achieve shall be included in the office performance contract, i.e. measures

that are relevant to Assembly's core functions and strategic priorities. The performance measures must be continuously refined and reviewed.

Performance measures shall include any one, combination of, or all of the following general categories, whichever is applicable.

TABLE 1.

Category	Definition
Effectiveness/Quality	<ul style="list-style-type: none"> - 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 related to getting the right things done
Efficiency	<ul style="list-style-type: none"> - The extent to which time or resources is used for the intended task or purpose. - Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
Timeliness	<ul style="list-style-type: none"> - 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.

The Speaker through the Heads of AFS, LOS, LSD and RCA Secretariat shall cause the determination of their target setting period, a period within which the office and employees' targets are set and discussed by the raters and the ratees, reviewed and concurred by the Speaker and submitted to the PMT.

The efforts of the Members of the 8th Regional Legislative Assembly paved the way for the approval of its CITIZENS CHARTER that symbolizes and adopts the good practices in government. The Legislative Operations Service (LOS) shall provide effective secretariat service to the Assembly. It is supervised by a Director III and composed of the following divisions to wit:

1. Reference and Research Division;
2. Plenary Affairs Divisions;
3. Committee Affairs Divisions; and
4. Editorial and Publication Division

The Regional Legislative Assembly major final outputs (MFO's) as determined by the Department of Budget and Management (DBM) namely: number of bills approved; number of resolution adopted, number of journals prepared and number of journals published, contribute to the attainment of organizational mission/vision which form part of the core functions of the RLA-ARMM shall be indicated as performance targets.

With respect to the Assembly's citizens' charter, the Administrative and Finance Service (AFS) provides activities which deal with the provision of overall administrative management and supervision support to the entire RLA operation. It includes activities such as general management and supervision, secretariat to the legislative assembly, human resource management and financial and administrative services insuring transparency, accountability, promotes efficiency in all administrative /financial service. The Director III for Administrative and Finance Service exercises general supervision of the following:

1. Administrative Services:
 - Human Resource Management;
 - Records Service Section
 - General Administrative and Support;
 - Supply Section;
 - Cashiering Section;
 - Medical Section; and
 - General Service Section
2. Financial Services:
 - Accounting Division;
 - Budget Division; and
 - Management Audit Division

In conformity with the provision of the Citizen's Charter, the RLA Administrative and Finance Service has its supplementary major final outputs and support function that provides and ensures management accountability, efficient administrative management & financial services which are the resilient and a cornerstone of good governance.

The Regional Commission on Appointments (RCA) major final outputs (MFO's), on the other hand, include the following: number of cabinet secretaries confirmed; number of resolutions adopted, number of journals prepared and number of journals published. These shall be

indicated as performance targets. The Commission has two (2) divisions, namely:

- Appointment Review and Investigation Division
- Plenary/Committee Affairs Division

Basis of Output Target

The target shall take into account any combination of, or all of the following:

- **Executive Agenda.** The priority legislative measures of the Executive branch that it want the Regional Legislative Assembly to act on.
- **Historical Data.** The data shall consider past performance.
- **Benchmarking.** This involves identifying and comparing the best Service Office/Division/units within the RLA with similar functions or processes. Benchmarking may also involve recognizing existing standards based on provisions or requirements of the law.
- **Client demand.** This involves a bottom-up approach where the Assembly sets targets based on the needs of its clients. The Assembly may consult with stakeholders and review the feedback on its services.
- **OPES Reference Table** – list of major final output with definition and corresponding OPES points.
- **Top Management Instruction** – The Speaker may set targets and give special assignments.
- **Future Trend.** Targets may be based from the results of the comparative analysis of the actual performance of the RLA with its potential performance.

In setting work targets, the RLA shall likewise indicate the detailed budget requirements per expense account to help the agency head in ensuring a strategy driven budget allocation and in measuring cost efficiency. The RLA shall also identify specific sector/service/division/unit/individuals as primary accountable for producing a particular target output per program/project/activity. These targets, performance measures, budget and responsibility centers are summarized in the Office Performance Commitment and Review form (OPCR) (Annex A).

The approved Office Performance Commitment and Review Form shall serve as basis for individual performance targets and measures to be

prepared in the Individual employee's Performance Commitment and Review Form (IPCR) (Annex B.).

Unless the work output of a particular duty has been assigned pre-set standards by management, its standards shall be agreed upon by the supervisors and the ratees.

Individual employees' performance standards shall not be lower than the agency's standards in its approved Office Performance Commitment and Review Form.

Stage 2: Performance Monitoring and Coaching

During the performance monitoring and coaching phase, the performance of Offices and every individual shall be regularly monitored at various levels: i.e., the Service/ Divisions/ Section/ Unit and individual **on a regular basis.**

Monitoring and evaluation mechanisms should be in place to ensure that timely and appropriate steps can be taken to keep a program on track and to ensure that its objectives or goals are met in the most effective manner. Also a very vital tool of management at this stage is an information system that will support data management to produce timely, accurate and reliable information for program tracking and performance monitoring/reporting.

Supervisors and coaches play a critical role at this stage. Their focus is on the critical function of managers and supervisors as coaches and mentors in order to provide an enabling environment/intervention to improve team performance, and manage and develop individual potentials.

Stage 3: Performance Review and Evaluation

(Office Performance and Individual Employee's Performance)

This phase aims to assess both Office and Individual employee's performance level based on performance targets and measures as approved in the office and individual performance commitment contracts.

The results of assessment of Office and individual performance shall be impartial owing to scientific and verifiable basis for target setting and evaluation.

❖ Office Performance Assessment

The Administrative Division shall consolidate, review, validate and evaluate the initial performance assessment of the Services/Division Chiefs/Sections/Unit Heads based on the reported accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be submitted to the PMT for calibration and recommendations to the Speaker, who shall determine the final rating of offices/units.

Annual Performance Review Conference shall be conducted for the purpose of discussing the RLA assessment with concerned Services and Divisions. This shall include participation of the Budget Officer as regards budget utilization. To ensure complete and comprehensive performance review, all Services and Divisions shall submit a quarterly report to the Finance and Administrative Service based on the SPMS calendar.

Any issued appeal/protest on the Service and Division assessment shall be articulated by the concerned chief and decided by the Speaker during the conference. Hence, the final rating shall no longer be appealable/contestable after the conference.

The Administrative Division shall provide each Service and Division with the final Assessment to serve as basis for the assessment of individual staff members.

❖ Performance Assessment for Individual employees

The immediate supervisor shall assess individual employee performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishment. Hence, there is no need for self rating.

The SPMS puts premium on major final outputs towards realization of RLA's mission and vision. Therefore, rating for planned and/or intervening tasks shall always be supported by reports, documents or any outputs as proof. A particular task without valid documentation shall not be rated and shall be disregarded.

The Speaker, service directors and immediate supervisors shall indicate qualitative comments, observations and recommendations in the individual employee's performance commitment and review form to include competency assessment and critical incidents which shall be used for human resource development purposes such as promotion and other interventions.

Employee's assessment shall be discussed by the immediate supervisor with the concerned ratee prior to the submission of the individual employee's performance commitment and review form to the Speaker.

The Speaker shall determine the final assessment of performance level of the individual employees in Assembly based on proof of performance. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The Speaker may adopt appropriate mechanism to assist him distinguish performance level of individuals, such as but not limited to peer ranking and client feedback.

The average of all individual performance assessment shall not go higher than the collective performance assessment of the Assembly.

The Speaker shall ensure that the employee is notified of his/her final performance assessment and the **Summary List of Individual Ratings** (Annex E) with the attached IPCRs are submitted to the HRM Office/Personnel Office within the prescribed period.

Stage 4: Performance Rewarding and Development Planning

Part of the individual employee's evaluation is the competency assessment vis-à-vis the competency requirement of the job. The result of the assessment shall be discussed by the Speaker and the supervisors with the individual employee at the end of each rating period. The discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

The result of the competency assessment shall be treated independently of the performance rating of the employee.

Appropriate developmental interventions shall be made available by the Speaker and the supervisors in coordination with the HRM Officer/Personnel Officer.

A **Professional Development Plan** to improve or correct performance of employees with Unsatisfactory and Poor performance ratings must be outlined, including timeliness, and monitored to measure progress.

The result of the performance evaluation/assessment shall serve as inputs to the:

- a. Speaker and services' directors in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
- b. RLA HRM Office/Personnel Office in consolidating and coordinating developmental interventions that will form part of the HR Plan and the basis for rewards and incentives;
- c. PMT in identifying potential PAPURI Awards nominees for various awards categories; and
- d. PAPURI Committee in determining top performers of the Agency who qualify for awards and incentives.

II. Rating Period

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.

Various rating scales (Table 2, below) may be used for specific sets of measures. However, in general, there shall be five-point rating scale (1 to 5), 5 being the highest and 1, the lowest.

Table 2 (SPMS Rating Scale)

Rating		Description
Numerical	Adjectival	
5	Outstanding	-Performance exceeding targets by 30% and above of the planned targets.
4	Very Satisfactory	Performance exceeding targets by 15% to 29% of the planned targets.
3	Satisfactory	Performance of 100% to 114% of the planned targets. For accomplishments requiring 100% of the planned targets such as those pertaining to money or accuracy or those which may no longer be exceeded, the usual rating of 5 points for those who met targets or 2 for those who failed or fell short of the targets applies.
2	Unsatisfactory	Performance of 51% to 99% of the planned targets.
1	Poor	Performance failing to meet the planned targets by 50% or below.

In determining the final equivalent adjectival rating of the employee, the range of overall point scores is converted as follows:

4.01 – 5.00	Outstanding
3.01 – 4.00	Very Satisfactory
2.01 – 3.00	Satisfactory
1.01 – 2.00	Unsatisfactory
1.00 Below	Poor

III. Submission of RLA-ARMM SPMS to CSC-ARMM

RLA-ARMM shall submit their SPMS to Civil Service Commission Regional Office-ARMM for approval on or before December 31, 2014

Upon approval thereof, it shall only be the basis of all performance-based human resource movements and/or development /interventions such as promotion, scholarship, training, rewards and incentives in RLA.

Any enhancement and/or amendment shall be submitted to the CSCRO-ARMM for information/reference and approval.

IV. SPMS Initiation/Implementation

The Speaker shall:

- a. Constitute a Performance Management Team (PMT)
- b. Review existing Performance Evaluation System and decide on whether the same conforms with the features of the Strategic Performance Management System.
- c. Amend, enhance or develop Agency Performance Management System and submit the same to CSC-ARMM for review/approval.
- d. Conduct orientation and reorientation on the new and revised policies on SPMS for all employees. This is to promote awareness and interest on the system, generate employees' appreciation for the Assembly SPMS as a management tool for performance planning, control and improvement, and guarantee employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals.
- e. Administer the approved RLA-SPMS in accordance with the guidelines/standards.
- f. Provide the Civil Service Commission Regional Office-ARMM with a copy of the consolidated Individual Performance Review Reports indicating

alignment of the collective individual performance rating with the Organizational/Office Performance Rating.

V. Uses of Performance Ratings

- a. Security of tenure of those holding permanent appointments is not absolute but is based on performance.

Employees who obtained unsatisfactory rating for one rating period or exhibited poor performance shall be provided appropriate developmental intervention by the Speaker, AFS & LOS Directors and supervisors (*Service/Division Chiefs/Section/Unit Heads*) to address competency-related performance gaps.

If after advice and provision of developmental intervention, the employee still obtains poor or unsatisfactory ratings in the immediately succeeding rating period, he/she may be dropped from the rolls consistent to the provisions of civil service law and rules. A written notice/advise from the Speaker, upon recommendation of the AFS & LOS Directors and supervisors (*Division Chiefs, Section/Unit Heads*) at least 3 months before the end of the rating period is required.

- b. The PMT shall validate the outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the Speaker.
- c. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions. Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the above mentioned personnel actions and other related matters.
- d. Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office.

For purposes of performance-based benefits, employees who are on official travel scholarship or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.

- e. Employees who are on detail or secondment to another office shall be rated in their receiving office, copy furnished RLA. The rating of those who were detailed or seconded to another office during the rating period shall be consolidated, either in RLA or the receiving office, where the employees have spent majority of their time during the rating period.

VI. Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review form to the PMT, and the Individual employees Performance Commitment and Review forms to the HRMO/Personnel Officer within the specified dates shall be ground for:

- a. Employees' disqualification for performance-based personnel actions and bonus which would require the rating for the given period such as promotion, training or scholarship grants and performance enhancement bonus, if the failure of the submission of the report form is the fault of the employees.
- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the AFS & LOS Directors and supervisors (*Division Chiefs/Section/Unit Heads*) or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.
- c. Failure on the part of the AFS & LOS Directors and supervisors (*Division Chiefs/Section/Unit Heads*) to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.
- d. Non-submission of RLA SPMS to the Civil Service Commission-ARMM for review/approval shall be a ground for disapproval of promotional appointments issued by the Speaker.

VII. Appeals

- a. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.
- b. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Speaker. An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. Ratings obtained can only be used as basis or reference for comparison in appealing one's office or individual performance rating.
- c. The PMT shall decide on the appeals within one (1) month from receipt.
- d. Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC Regional Office-ARMM within 15 days from receipt of the order or notice of separation.

VIII. Effectively

The RLA-SPMS shall take effect upon approval by the CSCRO-ARMM. Subsequent amendments shall likewise be submitted to the CSCRO-ARMM.

IX. Commitment

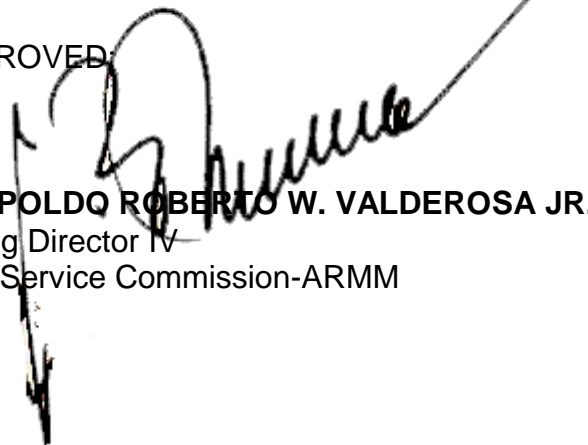
I hereby commit to implement and abide by the provisions of RLA-SPMS which shall be the basis for all performance based movements and/or developments/interventions such as promotion, scholarship, training, rewards and incentives.

Any enhancement and/or amendment of the CSC-approved-SPMS shall be submitted to the CSCRO-ARMM for approval.



HON. DATU ROONIE Q. SINSUAT
Speaker
Head of Office

APPROVED



LEOPOLDO ROBERTO W. VALDEROSA JR., CESO V
Acting Director IV
Civil Service Commission-ARMM

ANNEX B

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

I, _____, (NAME OF EMPLOYEE), of the _____, Division, RLA-ARMM commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January to December, 2014.

NAME
Ratee

Date: _____

Reviewed by:	Date	Approved by:	Date
Immediate Supervisor		Head of Office	

RATING SCALE	5 – Outstanding 4 – Very Satisfactory 3 – Satisfactory 2 – Unsatisfactory 1 – Poor
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MFO/PAP	SUCCESS INDICATORS (TARGETS + MEASURES)	Actual Accomplishments	Rating				Remarks
			Q	E	T	A	
Strategic Priority							
Core Function:							

Final Average Rating							
Comments and Recommendation for Development Purposes							
Discuss with	Date	Assessed by	Date	Final Rating by:		Date	
Employee		Supervisor		Head of Office			

ANNEX C

STRATEGIC PERFORMANCE MANAGEMENT SYSTEME (PMS) CALENDAR

Strategic PMS Calendar

Activity	Submit to	Schedule												
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1. SPMS PLANNING AND CRAFTING														
SPMS Submission to CSCRO XVI												2014		
OPCR for review	Administrative Finance Service & Legislative Operations Service											2014		
PMT review report	RLA PMT											2014		
Speaker approval of OPCR												2014		
IPCR	Administrative Finance Services & Legislative Staff Officer Director											2014		
	Employee											2014		
2. Performance Planning and Commitment														
OPCR for review	Administrative Finance Services & Legislative Staff Officer Director (PMT)													10 th
PMT review report	RLA PMT												10 th	
Speaker approval of OPCR														
IPCR	Administrative Finance Services & Legislative Staff Officer Director	5 th										5 th		
	Employee	10 th										10 th		
3. Performance Monitoring and Coaching														
Monitoring by														
▪ RLA Speaker														Per Semester
▪ Administrative Finance Services Director														Regular basis
▪ Legislative Staff Officer Director														Regular basis
▪ Division Chief														Regular basis
▪ Individual staff														Regular basis
Form	PMT / HRD													After EO Quarter
4. Performance Review and Feedback														
AFS & LSO - OPCR to review, evaluate and validate OPCR against targets and return validated DC's	Administrative Finance Services & Legislative Staff Officer Director (PMT)	15 th										15 th		
AFS & LSO to submit Office performance assessment and facilitate performance for review and approval by the RLA speaker	Administrative Finance Services & Legislative Staff Officer Director, (PMT)		25 th									25 th		
Annual Performance Review	Administrative Finance Services & Legislative Staff Officer													15 th

	Director, Division Chiefs and (PMT)												
IPCR	Administrative Finance Services & Legislative Staff Officer Director, Division Chiefs		25 th						25 th				
Administrative Finance Services & Legislative Operations Directors, submit IPCR	PMT / HRD		EO mo						EO mo				
5. Performance Rewarding and Development Planning													
PMT to submit Top performers list	RLA Speaker			15 th									
PMT / HRD Office Performance Assessment	Administrative Finance Services Director			15 th									

Note: In the event that the deadline falls on a non-working holiday, submission will be on the next working day.