



**QUALITY
PROCEDURE (QP)**

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PROCEDURE TITLE	SPMS: PERFORMANCE REVIEW AND EVALUATION
SCOPE	The process starts with the preparation of IPCR by individual personnel immediately on the first week of the following month after every semester (July and January) and ends when accomplished SPMS Forms are submitted to Central Office
PURPOSE	To set guidelines in conducting performance review and validation

PROCESS DESCRIPTION

INPUT	PROCESS	OUTPUT
IPCR / DPCR / OPCR Targets- Monthly DPCR Monitoring Form Individual Employee	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> Performance Review and Validation </div>	Signed / approved SPMS Forms and reports CO, RO, Individual Employees

DESCRIPTIVE STATEMENT:

This process outlines the conduct of performance review and validation by concerned employees for submission to Central office.

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
	IPCR			
1	Individual Personnel	Preparation and submission of Consolidated with average rating of actual accomplishments for the period being rated	<ul style="list-style-type: none"> Prepare and consolidate Accomplished Monthly DPCR Forms Average the rating gained for same outputs for the past six months/semester Accomplish IPCR Forms in accordance with the guidelines Submit to supervisor for review/validation 	<ul style="list-style-type: none"> Committed success indicators (targets) reflected in the IPCR Monthly DPCR Standard Success Indicators IPCR Forms CSC Circular
2	Supervisor (RD, ARD, PD, CD)	Conduct Performance Review and Validation	<ul style="list-style-type: none"> Evaluate / validate actual accomplishments per committed success indicator using the accomplished Monthly DPCR Form of the concerned personnel If all entries are correct, personnel and supervisor sign the IPCR 	<ul style="list-style-type: none"> Committed success indicators (targets) reflected in the IPCR Monthly DPCR
3	DC/PD/CD	Consolidate and submit	<ul style="list-style-type: none"> Gather all accomplished IPCR of subordinates 	





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			Section	
4	Personnel Section staff	Receipt and Review of IPCR Forms	<ul style="list-style-type: none"> Check submitted IPCR as against list in the transmittal. Check if submitted IPCR conforms with the CSC guidelines. 	Transmittal
5	ARD	Review of IPCR	<ul style="list-style-type: none"> Review IPCRs submitted and rated by DCs/PDs/CDs If found in order, affix initial, else return to HRMO with instructions Forward to RD 	
6	RD	Review AND Approval of SPMS Reports	<ul style="list-style-type: none"> Review and approve SPMS if in order Forward to HRMO 	
6	Personnel Section	Submission of approved SPMS Forms	<ul style="list-style-type: none"> Scan approved SPMS forms Submit SPMS Report and scanned copy to HRMD, CO 	
	DPCR			
7	Division Chief / Provincial/City Directors	Actual Accomplishments and DPCR Rating	<ul style="list-style-type: none"> Accomplish DPCR form in accordance with the guidelines 	Accomplishment reports
8	ARD	Review and recommend approval	<ul style="list-style-type: none"> Check accomplished DPCRs affix initials if in order 	
9	RD	Review and approval	<ul style="list-style-type: none"> Review accomplished DPCRs Affix signature if in order Forward to HRMO, copy furnish Planning Officer 	
10	Planning Officer	Consolidation of DPCR	<ul style="list-style-type: none"> Compile all DPCRs submitted Reproduce copy of approved DPCR Submit original copy to HRMO 	
11	Planning Officer/ Regional Director	Preparation and submission of OPCR	<ul style="list-style-type: none"> Submit accomplished OPCR with appropriate transmittal letter to Planning Service 	





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Legal References:

- Circular No. 2014-03
- Circular No. 2017-02

Prepared by:		Reviewed by:		Approved by:	
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Process Owner	Deputy QMR	Regional QMR	Top Management		





Republic of the Philippines
DILG - REGION 12 (SOCCSKSARGEN)

**QUALITY
OBJECTIVE (QO)**

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION - PERSONNEL SECTION
QUALITY PROCEDURE TITLE	SPMS: PERFORMANCE REVIEW AND EVALUATION

Function	Key Performance Indicators (KPIs)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
<ul style="list-style-type: none"> SPMS Performance And Review, Evaluation And Validation 	<ul style="list-style-type: none"> SPMS reviewed within 7 days from receipt 	100%	Total No. of SPMS reviewed within 7 days from receipt -----X100 Total No. of SPMS received	Monthly and Semestral	<ul style="list-style-type: none"> Personnel Officer 	<ul style="list-style-type: none"> Monitoring Log Sheet

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	 LAILYN A. ORTIZ, CESO V Quality Management Representative (QMR)	

DILG XII QMS



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Republic of the Philippines
 DILG - REGION 12 (SOCCSKSARGEN)
**PROCESS QUALITY MONITORING AND
 EVALUATION (QME)**

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OFFICE	FINANCE & ADMINISTRATIVE DIVISION - PERSONNEL SECTION
PROCEDURE TITLE	SPMS: PERFORMANCE REVIEW AND EVALUATION
OBJECTIVE STATEMENT	1. 100% SPMS reviewed within 7 days from receipt
CURRENT PERIOD	

INDICATORS		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Objective 1: 100% SPMS reviewed within 7 days from receipt														
A	Total No. of accomplished SPMS forms received consolidated within 7 days from receipt													
B	Total No. of accomplished SPMS received													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 100%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													

Note: For unmet targets, concerned QMS Secretariat shall initiate correction and corrective action using the Corrective Action Report (CAR) and attach it to this form.

Prepared by:	Noted by:
Process Owner	Deputy QMR


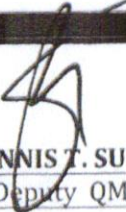


DILG XII QMS





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

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DILG XII QMS





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DILG - REGION 12 (SOCCSKSARGEN)

SPMS: PERFORMANCE REVIEW AND EVALUATION Process Summary Logsheet (PSL)

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QUALITY OBJECTIVE: 1. 100% SPMS reviewed within 7 days from receipt

FREQUENCY OF MONITORING: **Monthly**

COVERED PERIOD:

Due Date of Submission:

No.	SPMS Form	OBJECTIVE NO. 1 RESULTS					REMARKS, IF UNMET
		Date Received	Date Consolidated	No. of Days (Target=7 WD)	Met	Unmet	
1							

Prepared by:	Noted by:
Process Owner	Deputy Q,MR

Prepared by:	Reviewed by:	Approved by:
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DILG XII QMS





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REGION XII


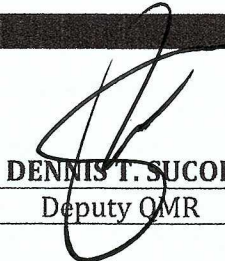
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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

MASTER LIST OF INTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
SPMS: PERFORMANCE REVIEW AND EVALUATION							
QP-RO12-FAD-14	Quality Procedure: SPMS Performance Review and Evaluation	10.01.17					
QO-QP-R12-FAD-14	Quality Objective: SPMS Performance Review and Evaluation	10.01.17					
QME-QP-R12-FAD-14	Quality Monitoring and Evaluation: SPMS Performance Review and Evaluation	10.01.17					
FM-QP-R12-FAD-14-01	Process Summary Logsheet: SPMS Performance Review and Evaluation	10.01.17					
FM-SP-R12-03A-01	Master List of Internal Documents: SPMS Performance Review and Evaluation	10.01.17					
FM-SP-R12-03B-01	Master List of External Documents: SPMS Performance Review and Evaluation	10.01.17					
FM-SP-R12-03C-01	Master List of Retained Documented Information: SPMS Performance Review and Evaluation	10.01.17					
FM-SP-R12-02-01A	Risk Registry (Objective): SPMS Performance Review and Evaluation	10.01.17					
FM-SP-R12-02-01B	Risk Registry (Process): SPMS Performance Review and Evaluation	10.01.17					

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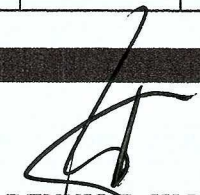
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MASTER LIST OF EXTERNAL DOCUMENTS

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
SPMS: PERFORMANCE REVIEW AND EVALUATION							
Circular No. 2014-03	Guidelines in the Establishment and Implementation of Department's Strategic Performance Management System (SPMS)	2014					
Circular No. 2017-02	Enhanced Guidelines in the Establishment and Implementation of Department's Strategic Performance Management System (SPMS)	2017					
	Strategic Performance Management System (SPMS) Forms	2015					

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Division: **FINANCE AND ADMINISTRATIVE DIVISION (PERSONNEL SECTION)**

MASTER LIST OF RETAINED DOCUMENTED INFORMATION

DOCUMENT CODE	DOCUMENT TITLE	CUSTODIAN	LOCATION	FILING SYSTEM		RETENTION PERIOD			DISPOSAL
				FOLDER	SCHEME	ACTIVE	STORAGE	TOTAL	
SPMS: PERFORMANCE REVIEW AND EVALUATION									
	STRATEGIC PERFORMANCE MANAGEMENT SYSTEM FORMS	PERSONNEL OFFICER	QMS SHELF SPMS FOLDER/ COMPUTER DESKTOP SPMS FOLDER	STRATEGIC PERFORMANCE AND MANAGEMENT SYSTEM FOLDER	RATING PERIOD	3 YEARS	3 YEARS	6 YEARS	SHREDDING/ RE-USE
FM-QP-R12-FAD-32-01	PROCESS SUMMARY LOGSHEET	PERSONNEL OFFICER	QMS SHELF SPMS FOLDER/ COMPUTER DESKTOP SPMS FOLDER	STRATEGIC PERFORMANC MANAGEMENT SYSTEM FOLDER	RATING PERIOD	3 YEARS	3 YEARS	6 YEARS	SHREDDING/ RE-USE
	CONSOLIDATION OF IPCR/DPCR	PERSONNEL OFFICER	QMS SHELF SPMS FOLDER/ COMPUTER DESKTOP SPMS FOLDER	STRATEGIC PERFORMANC MANAGEMENT SYSTEM FOLDER	RATING PERIOD	2 YEARS	3 YEARS	5 YEARS	SHREDDING/ RE-USE


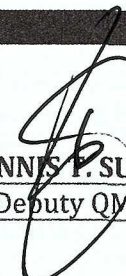




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RISK REGISTRY
(A) OBJECTIVE RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION**
 PROCEDURE: **SPMS: PERFORMANCE REVIEW AND EVALUATION**

OBJECTIVE	RELEVANT ISSUE(S)	RELEVANT INTERESTED PARTIES (refer to IP Matrix for Requirements)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT						RISK CONTROL PLAN					
							IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RISK CONTROL ACTION	RPN (Risk Priority No.)	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
• Accomplished SPMS forms received Consolidated within 7 days from receipt	delayed submission of SPMS report	DILG XII personnel, DILG CO	Non submission of SPMS ReportS to Central Office	delayed submission of accomplished SPMS forms by personnel	Non-compliance to the Rules and Regulations of CSC and CO	constant reminders to all personnel	5	4	1	20	H	S	Control	1	Enforcement of CSC rules through issuance of Regional Policy	Personnel Officer	2nd Quarter 2018	NA
RISK ASSESSMENT:							RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED	RPN							
IMPACT: 1-Insignificant; 2-Minor; 3-Moderate; 4-Major; 5-Extreme							1 - 25	LOW	Not Significant	No further action required (Retain risk by info)	3							
LIKELIHOOD: 1-Rare; 2-Unlikely; 3-Moderate; 4-Likely; 5-Almost Certain							26-40	MODERATE	Not Significant	Alert level but no further action required for no	2							
DETECTION: 1 - Very likely, 2 - Likely; 3 - Low, 4 - Re							>40	HIGH	Significant	Control (e.g., Treat/Mitigate Transfer, Termina	1							
Risk Rating = Impact X Likelihood X Detection																		

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RISK REGISTRY
(B) PROCESS RISK ASSESSMENT

DIVISION: **FINANCE AND ADMINISTRATIVE DIVISION - PERSONNEL SECTION**
 PROCEDURE: **SPMS: PERFORMANCE REVIEW AND EVALUATION**

PROCESS STEP (Based on the procedure's key process steps)	POTENTIAL RISK	RISK TRIGGER	CONSEQUENCE (Positive or Negative)	EXISTING RISK CONTROL MEASURE	RISK ASSESSMENT							RISK CONTROL PLAN				
					IMPACT	LIKELIHOOD	DETECTION	RATING	RISK LEVEL (L, M, H)	S, NS	RPN (Risk Priority No.)	RISK CONTROL ACTION	ACTION PLAN (if risk rating is significant)	RESPONSIBLE	TIMELINE	RESOURCE
Overlapping of activities; no understudy/alternate	unable to identify the performance gap	overlapping of activities	administrative sanction/s; non qualification to PBB requirements, deliverables not measured	None	5	4	1	20	H	S	1	Control	Enforcement of CSC rules through issuance of Regional Policy	Personnel Officer	2nd Quarter 2018	NA
	unable to determine regional performance	non submission of SPMS forms	unable to determine the performance gap for intervention by concerned office													
	late/non-submission/compliance of reports to the CO	delayed submission of accomplished SPMS forms by personnel/operating unit heads/chief	low regional office performance on HR requirements													
RISK ASSESSMENT:		RISK RATING	RISK LEVEL	RISK DESCRIPTION	ACTION REQUIRED							RPN				
IMPACT:		1-Insignificant; 2-Minor; 3-	1 - 25	LOW	Not Significant							No further action required (Retain risk by informed decision)	3			
LIKELIHOOD:		1-Rare; 2-Unlikely; 3-	26-40	MODERATE	Not Significant							Alert level but no further action required for now	2			
DETECTION		1 - Very likely, 2 - Likely; 3	>40	HIGH	Significant							Control (e.g.. Treat/Mitigate Transfer, Terminate)	1			
Risk Rating = Impact X Likelihood X Detection																

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