



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 563 7067

website: www.vsu.edu.ph

Office of the President

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MEMORANDUM CIRCULAR NO. 63

Series of 2015

T O: All Vice Presidents, College Deans, Department/Office Heads, Center Directors and All Supervisors

R E: Use of Mandated Forms Based on Approved SPMS of VSU

Please be informed that last October 22, 2015 representatives of the Civil Service Commission (CSC) conducted an assessment regarding the implementation of the Strategic Performance Management System (SPMS) of VSU.

The Assessment Team is convinced that SPMS is institutionalized in the university and it have proven effectiveness in improving both the organizational and individual performance. However the Assessment Team suggested the following:


- Improve the strategies in monitoring performance of employees and in coaching.
- Submit individual Employee Development Plan

In this regard, all heads who supervise, give ratings to subordinates are required to document performance monitoring and coaching using the attached form "Exhibit G". Department Heads who are required to coach faculty members with negative comments in their evaluation must document said coaching using the attached "Form G".

Furthermore, all supervisors are likewise directed to review and discuss Individual Development Plan of administrative staff under them by using the Employee Development Plan (Exhibit L).

Please be informed that a reassessment is expected to be conducted early next year and these forms will be examined by the assessors. Hence, all duly filled-up Exhibit G & L should be systematically compiled for easy reference during the reassessment. All concerned are hereby directed to start using their forms effective immediately in order to increase VSU's chance to be given recognition due to SPMS implementation.

For immediate compliance.


JOSE L. BACUSMO
President

PERFORMANCE MONITORING & COACHING JOURNAL

	1 st	Q U A R T E R
	2 nd	
	3 rd	
	4 th	

Name of Officer: _____

Head of Office: _____

Number of Personnel: _____

Activity Monitoring	MECHANISM				Remarks
	Meeting		Memo	Others (Pls. specify)	
	One-on-One	Group			
Monitoring					
Coaching					

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

Noted by:

Immediate Supervisor

Next Higher Supervisor

cc: OVPI
ODAHRD
PRPEO

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: _____
Performance Rating: _____

Aim: _____

Proposed Interventions to Improve Performance:

Date: _____ Target Date: _____

First Step:

Result:

Date: _____ Target Date: _____

Next Step:

Outcome: _____

Final Step/Recommendation:

Prepared by: _____

Unit Head