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Office of the President

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**T O: Vice President for Planning & Resource Generation
as Leader/Ex-Officio Chairperson
Vice President for Administration & Finance
as Assistant Team/Co-Chairperson
Vice President for Instruction
Vice President for Research and Extension
Director for Administration & Human Resource Development
Director for Finance
Representative of Faculty Association
Representative of Employee Association**

R E: Constitution of the Performance Management Team (PMT) of VSU

With Dr. Edgardo E. Tulin as Ex-Officio Chairperson and Dr. Roberto C. Guarte as Vice Chairperson, please constitute yourselves as the Performance Management Team to implement the VSU Strategic Performance Management System (SPMS).

As the PMT, your functions and responsibilities shall be as follows:

1. Sets consultation meetings of all Heads of Units for the purpose of discussing the targets set in the office performance commitment and rating form.
2. Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of units is rationalized, meaning only programs/projects/activities that

produces outputs towards attainment of the university MFOs be included. Stray activities should be scrapped and replaced with relevant activities.

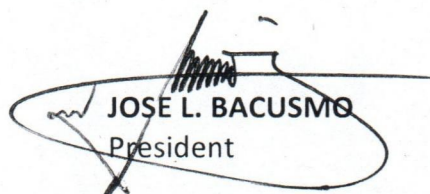
3. Calibrates and recommends approval of the office performance commitment and ratings to the University President.
4. Acts as appeals body and final arbiter for performance management issues of the university.
5. Identifies potential top performers and provide inputs to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee for grant of awards and incentives.
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities.

The Planning Office shall automatically serve as the PMT Secretariat.

Since the VSU SPMS has already been favorably recommended by the CSC Field Director to the CSC Regional Office, it can already be considered as approved for implementation this year.

Please convene among yourselves as the PMT the soonest possible time and come up with specific guides and timetable to enable the university to avail of the benefits under EO 80.

Please be guided accordingly.


JOSE L. BACUSMO
President