



14 November 2016

**MEMORANDUM NO. 297**  
Series of 2016

**T O: Vice Presidents, College Deans, Directors, Academic/Unit Heads  
and Other Supervisors Concerned**

**R E: Submission of Important SPMS Forms Together with IPCR and OPCR**

The Civil Service Commission (CSC) requires documentation of various interventions to further enhance the performance of units and employees as part of the Strategic Performance Management System (SPMS). The approved SPMS of the university includes the (1) Employee Development Plan, and (2) Performance Monitoring and Coaching Journal in compliance with this requirement.

In this connection all department/unit/office heads and center directors are required to submit the Employee Development Plan (attached as Exhibit L) together with the IPCR (January to June 2016 and July to December 2016) for each employee to the PRPEO copy furnished the ODAHRD on or before 5:00 pm, on Wednesday, November 16, 2016.

In addition, academic department heads who have been directed by the Academic Personnel Board (APB) to coach their faculty with negative comments from students are required to submit the Performance Monitoring and Coaching Journal (attached as Exhibit G) to the Office of the Vice President for Instruction, copy furnished the PRPEO. The deadline set is also November 16, 2016.

These documents will be evaluated by the CSC on Thursday, November 17, 2016. The PRPEO is directed to monitor compliance of this memorandum and to submit to this office a list of the units/offices who failed to comply with this directive within three days from the deadline set.

For immediate compliance.

  
**EDGARDO E. TULIN**  
President

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: \_\_\_\_\_  
Performance Rating: \_\_\_\_\_

Aim: \_\_\_\_\_

Proposed Interventions to Improve Performance and/or Competence and Qualification to assume higher responsibilities:

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

First Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Result:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Target Date: \_\_\_\_\_

Next Step:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Outcome:  
\_\_\_\_\_

Final Step/Recommendation:  
\_\_\_\_\_

Prepared by:

\_\_\_\_\_  
Unit Head

PERFORMANCE MONITORING AND COACHING JOURNAL

	1 <sup>st</sup>	Q U A R T E R
	2 <sup>nd</sup>	
	3 <sup>rd</sup>	
	4 <sup>th</sup>	

Name of Office: \_\_\_\_\_

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