



15 January 2024

MEMORANDUM CIRCULAR NO. ______04 Series of 2024

T O: **All Concerned**

R E: Strategic Performance Management System (SPMS) Calendar

This Office hereby provides the VSU SPMS calendar as subscribed in our CSC-approved VSU Enhanced SPMS in consonance to the CSC Memorandum Circular No. 6. s. 2012 entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)".

Attached is the SPMS calendar for your guidance and compliance in submitting statutory performance commitment review forms (OPCR and IPCR).

Please be guided accordingly.

DANIEL LESLIE S. TAN

Old President

SPMS Calendar

SPMS Phase/ Activity		Deadline of Conduct/Submission												Submit to
	Jan	Feb	Mar	Arp	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Person	
I. Performance Plannin	g and (Commit	ment:											
Annual Performance Planning Workshop												7	Top Management & Planning Office	
Planning Sessions for Office Performance Commitment Review (OPCR) Preparation												15	Vice Presidents, Directors, Deans	
Preparation and Submission of OPCR Targets												20	VPs, Directors Deans	Planning Office
Calibration of OPCR Targets												31	Heads Performance Management Team (PMT)	
Preparation and submission of Individual Performance Commitment Review (IPCR) Targets	20												Individual employee	Performance Management and Rewards & Recognition Office (PMRRO)
II. Performance Monito	ring o	nd Cone	hina:											
II. Periorillance Monito	illig al	iu Coac		0		20010 111	ithin th			.1			Immediate	
				On a r	egular i	Jasis w	itilli ti	ie rating	g period	1.			Supervisor & employee	
III. Performance Reviev	v and E	Evaluatio	-	On a r	eguiar i	Jasis w		ie rating	g period	J. 			Supervisor &	
	v and E	Evaluatio	-	On a r	egular i	Jasis W		e rating	g period	ı. 		7	Supervisor & employee Top Management & Planning	
Annual Performance Review Preparation and Submission of OPCR	v and E	Evaluatio	-	On a r	eguiari	Jasis w	7	e ratino	g period			7	Supervisor & employee Top Management	Directors/D eans
Annual Performance Review Preparation and		Evaluatio	-	On a r	eguiar i	Jasis W		e rating	g perioo			7	Top Management & Planning Office	eans
Preparation and Submission of OPCR	7	Evaluatio	-	On a r	egular i	Jasis W	7	e ratino	g period			7	Top Management & Planning Office Heads Directors/De ans Heads/Direct ors/Deans/V	eans
Annual Performance Review Preparation and Submission of OPCR	7	Evaluatio	-	On a r	egular i	Jasis W	7	e rating	g period			7	Top Management & Planning Office Heads Directors/De ans Heads/Direct	VP and OP Planning
Annual Performance Review Preparation and Submission of OPCR Accomplishment Calibration of OPCR Accomplishment and	7 10 15	Evaluatio	-	On a r	eguiar i	Jasis W	7	e rating	g period			7	Top Management & Planning Office Heads Directors/De ans Heads/Direct ors/Deans/V Ps	eans VP and OP Planning

Vision: Mission: A globally competitive university for science, technology, and environmental conservation. Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.

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SPMS Phase/ Activity	Deadline of Conduct/Submission												Responsible	Submit to
	Jan	Feb	Mar	Arp	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Office/ Person	
IV. Performance Rewar	ding ar	nd Deve	lopmen	it Plan	ning:			i						
Submission of Employee Development Plan		28											PMRRO	Learning & Dev. & HR Accreditation Office (LDHRAO)
Preparation and submission of performance reports				30									PMRRO	PMT, HRMO,& PRAISE- SIAC
Preparation and submission of performance report					31								PMRRO	CSC Reg. VIII