



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.
OIC President

SPMS Calendar

SPMS Phase/ Activity	Deadline of Conduct/Submission												Responsible Office/ Person	Submit to
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		
I. Performance Planning and Commitment:														
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												25 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 Monitoring and Coaching:														
	On a regular basis within the rating period.												Immediate Supervisor & employee	
III. Performance Review and Evaluation:														
Annual Performance Review												7	Top Management & Planning Office	
Preparation and Submission of OPCR Accomplishment	7 10 15						7 10 15						Heads Directors/Deans Heads/Directors/Deans/VPs	Directors/Deans VP and OP Planning Office
Calibration of OPCR Accomplishment and Rating	20												PMT	
Preparation and submission of IPCR Accomplishment	25						25						Individual (by Office)	PMRRO
Calibration and forced ranking of delivery units and individual employees		15											PMT	

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IV. Performance Rewarding and Development Planning:														
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