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Office of the President

10 April 2014

MEMORANDUM CIRCULAR NO. 16

Series of 2014

T O: All VSU Faculty and Staff

R E: Clarification regarding the Strategic Performance Management System (SPMS) and the Performance Based Bonus (PBB)

Please be informed that the SPMS is the existing mandatory performance evaluation system for all government employees as required by the Civil Service Commission (CSC). The SPMS replaced the previous PMS-OPES which the university implemented. The CSC issued Memorandum Circular No. 6, Series of 2012 mandating all agencies of the government to submit its proposed SPMS following the guidelines and incorporating all the mandatory components of the system. Thus, the university complied and a three-day workshop was conducted for the purpose of coming up with a Table of Major Final Outputs and Success Indicators which form part of the entire VSU SPMS. The VSU SPMS was approved by the Civil Service Commission on October 8, 2012. It was immediately implemented by VSU.

Being a mandatory requirement for government employees, there are sanctions as provided for in CSC MC 6, 2012 for those who fail to comply with the requirement of the CSC to operationalize the SPMS. Below is a portion of the Memorandum Circular for guidance of all concerned:

II. Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review form to the PMT, and the Individual Employee's Performance Commitment and Review forms to the HRM Office/Personnel Office within the specified dates shall be a ground for:

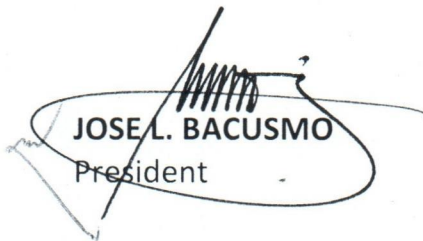
- a. Employees' disqualification for performance-based personnel actions which would require the rating for the given period such as promotion, training or scholarship grants and performance

enhancement bonus, if the failure of the submission of the report form is the fault of the employees.

- b. An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for the delay or non-submission of the office and individual performance commitment and review report.

All VSU faculty and staff are therefore mandated to submit their IPCRs as required by this Office to the PRPEO during the prescribed period, it being a mandatory requirement from government officials and not only for PBB purposes. Please be informed that the grant of the PBB merely used the results of the SPMS and not because PBB is part of SPMS. Any faculty and staff who opt to be excluded in the PBB ranking must submit a duly signed waiver to the PMT. However, they must submit their 2013 IPCR as required by the CSC Memo. The PRPEO is directed to ensure that those who did not submit their IPCRs for 2013 should be specially provided with a copy of this directive and an evidence of their receipt should be secured.

Please be guided accordingly.


JOSE L. BACUSMO
President