



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**

PDJ.5

I.5. The institution implements a CSC-approved Strategic Performance Management System (SPMS) which emphasizes quality teaching performance, research, creative work, extension and production services.

Documents attached:

- NATIONAL CAPITAL REGION: Strategic Performance Management System (SPMS) of the Polytechnic University of the Philippines.



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Para sa MANILA

NATIONAL CAPITAL REGION  
February 24, 2015

EMANUEL C. DE GUZMAN, Ph. D.  
President  
Polytechnic University of the Philippines  
Anonas, Sta. Mesa, Manila

Dear *President De Guzman*:

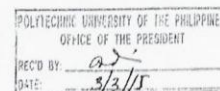
This refers to the Strategic Performance Management System (SPMS) of the Polytechnic University of the Philippines (PUP), which was submitted to this Office for approval.

An evaluation of the provisions of the System shows substantial compliance with CSC Memorandum Circular No. 6, s. 2012. However, there are certain areas that have to be addressed, as follows:

1. There is no range of rating (in terms of percentage of accomplishment) for Efficiency/Quantity for each level of performance which should be in accordance with CSC Memorandum Circular No. 13, s. 1999. The same should be indicated in the Performance Rating Scale presented in the Agency SPMS guidelines and reflected in the OPCR. Likewise, there is no separate and clear standards to measure Quality/Effectiveness and Timeliness for all levels of performance; and
2. There is no schedule for the SPMS orientation and SPMS pilot test in the Agency SPMS calendar submitted.

**Other Observations:**

1. Under the SPMS guidelines, individual performance is rated based solely on accomplishments or work outputs to be measured by the success indicators identified for each output. As such, the performance should be treated independently from behavioral dimensions/other factors. Hence, the additional points which may be given to an individual by the identified officials (heads of units, Vice President and University President) if approved by the President, based on punctuality and attendance, and rendering of work beyond office hours in the exigency of the service without pay should be excluded from the computation of the overall individual performance rating. However, these factors may be considered for purposes of developmental intervention and other personnel actions.





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Accordingly, the pertinent provisions in the Agency SPMS guidelines should be modified.

2. Additional functions even if not inherent in the individual's position may be treated as ordinary tasks. Hence, the provision for the maximum point rating which may be given to an individual for the performance of additional functions as provided in the Agency SPMS guidelines should likewise be modified.
3. The performance level "Fair" indicated in the Agency Performance Rating Scale and OPCR devised should be changed to "Unsatisfactory" in accordance with CSC Memorandum Circular No. 13, s. 1999.

In view thereof, the PUP SPMS is hereby approved for initial implementation, subject to compliance with the above-enumerated observations. A copy of the PUP SPMS incorporating compliance with the above-enumerated observations and a report of implementation of this SPMS shall be submitted to CSC-NCR within three (3) months after initial implementation, together with the following sample documents:

- Communication materials
- Accomplished OPCR, DPCR and IPCR or their equivalent
- Accomplished Performance Monitoring and Coaching Forms
- Accomplished Professional Development Plan

Thank you for your support to the programs of the Commission.

Very truly yours,

  
LYDIA ALBA-CASTILLO  
Director IV

Copy furnished:

DIRECTOR II NOEL V. SALUMBIDES  
CSCFO-Office of the President

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