



June 8, 2021

OFFICE ORDER No. 14
Series of 2021

FOR : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

SUBJECT : GUIDELINES ON THE BUREAU'S IMPLEMENTATION OF STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)

In order to strengthen the Bureau's performance appraisal system and enhance the link between individual performance and Division's performance vis-à-vis the Bureau's approved Logical Framework, the Bureau shall adopt a weight percentage for core functions and support functions as reflected in the table below. This is consistent with CSC MC 13 S. 1999 page 4 Part III.1.a cited in Department No. 5 series of 2019 which states:

"Determination and Assignment of Weights. For Part 1 agencies shall adopt a system to classify a job or work target or output and assign corresponding percentage or weight on such targets based on the nature, complexity or difficulty level and processes involved"

Commitment and Review Forms	Breakdown of Weight Percentage
Division (DPCR)	Core Functions: 80% Support Functions: 20%
Individual (IPCR/COSPCR) with Core and Support Functions	Core Functions: 80% Support Functions: 20%
Individual (IPCR/COSPCR) with Core Functions	Core Functions: 100%

Employees shall be rated on an eighty percent (80%) and twenty percent (20%) weight percentage ratio for core and support functions respectively using the means of verification (MOVs). This shall be indicated in their Contract of Service Performance and Commitment Review (COSPCR), Individual Performance and Commitment Review (IPCR) and Division Performance and Commitment Review (DPCR). For employees whose sole targets in their respective COSPCR and IPCR are core functions based on the Bureau's logical framework, the one hundred percent (100%) existing weight percentage shall be maintained.

All employees are advised to submit their IPCRs and COSPCRs covering the period of July-December 2021 with the above stated changes to their respective division chiefs on or before

BPI Compound, Visayas Avenue,
 Diliman, Quezon City, Philippines
 Trunkline: (632) 928-3741 to 64 loc. 3301-3319
 E-mail: info.dabafs@gmail.com
 Website: www.bafs.da.gov.ph



June 16, 2021 in preparation for the Performance Management Team calibration meeting on June 21, 2021.

This Order shall take effect immediately.

Done this 8th day of June 2021.


MYER G. MULA, PhD *u*



An affiliate of
IFOAM
ORGANICS
INTERNATIONAL

