



June 28, 2021

MEMORANDUM

FOR : **ALL BAFS EMPLOYEES**

FROM : **OFFICE OF THE OIC-DIRECTOR**

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

This Memorandum is issued to further elucidate the weight percentage ratio for core and support functions as mentioned in Office Order No. 14 series of 2021 and provide clarifications on the crafting of SPMS targets for July to December 2021. Please see the table below:

A. Core Functions (80%)	
1. Division Performance Commitment and Review (DPCR) forms	<ul style="list-style-type: none"> Division level deliverables to contain the output level of the logical framework
2. IPCR (individual level deliverables)	<ul style="list-style-type: none"> Individual level deliverables (senior, junior staff) to contain the supporting activities contributing to the attainment of the logical framework OUTPUT level (activity reports, minutes of meeting etc.)
3. General Considerations	<ul style="list-style-type: none"> Success indicators to use output oriented actions such as submitted instead of review/endorsed as success indicators Success indicators for timeliness of Division level outputs (DPCR) shall be December 15 International meetings contributory to major outputs of the divisions shall be reflected as part of DPCR/IPCR core functions Learning and development (L and D)



	<p>activities to capacitate BAFS personnel competence shall be lodged under the Admin Learning and Development Unit.</p> <ul style="list-style-type: none"> • IPCR and DPCR forms shall be subdivided only into two parts: Core Functions (80%) and Support Functions (20%) • Matrix of Rating Scale can either be indicated within the forms for ease of grading or added as an attachment
B. Support Functions (20%)	
1. Agreed support functions to be declared in the performance commitment and review forms of technical divisions only	<ul style="list-style-type: none"> • Budget and finance functions • Planning, monitoring and RBME functions • Admin related designated functions <ul style="list-style-type: none"> ○ Building administrator ○ ISO auditors ○ Health and Safety Protocol Officers ○ Procurement Coordinator ○ Halal program coordinator • Human Resource Development Functions <ul style="list-style-type: none"> ○ Coaching and mentoring program
C. Administrative Support Staff of Technical Divisions	
1. Core functions (80%)	<ul style="list-style-type: none"> • Admin related functions shall comprise their core functions
2. Support functions (20%)	<ul style="list-style-type: none"> • Functions in support to the mandates of the technical divisions shall be considered as support functions

Deadline of submission are the following:

- Accomplished First Semester (January to June) 2021 Performance Commitment and Review Forms: **July 16, 2021**
- Revised Second Semester (July- December) 2021 Performance Commitment and Review Forms: **July 23, 2021.**

As per Department Order No. 5 series of 2019, non-submission of the Performance Commitment and Review forms within the date specified shall be ground for:

- a. Employee disqualification for performance-based personnel actions, which would require the rating for the given period such as promotion, training, or scholarship grants and all forms of performance enhancement incentives.



- 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 performance and commitment and review forms.

For your strict compliance.


MYER G. MULA, PhD


