



Republic of the Philippines
PROVINCE OF ORIENTAL MINDORO
CITY OF CALAPAN
PROVINCIAL HUMAN RESOURCE MANAGEMENT OFFICE

Camilmil Calapan City, Oriental Mindoro
Tel. Nos. 286-7060/286-2220

COACHING ON SPMS

Tamaraw Hall, Provincial Capitol Complex
Calapan City, Oriental Mindoro
20- 22 April 2016

Post Activity Report

I. SUMMARY / OVERVIEW

The activity was conducted in three batches, one day per batch, by the Office Performance Management Division of the Provincial Administrator's Office, which was led by Engr. Marie Joyce B. Rivera who act as the lead facilitator.

Strategic Performance Management System (SPMS) was introduced to the participants as a mechanism that ensures that the employees achieve the objectives set by the organization and the organization, likewise, achieves the objectives that it has set itself in its strategic plan.



During the morning sessions, Engr. Rivera refreshed the participants on the basic concepts of SPMS which are as follows:

- Basic Elements of SPMS
- Key Persons and their Responsibilities
- 4 Stages of the SPMS Cycle

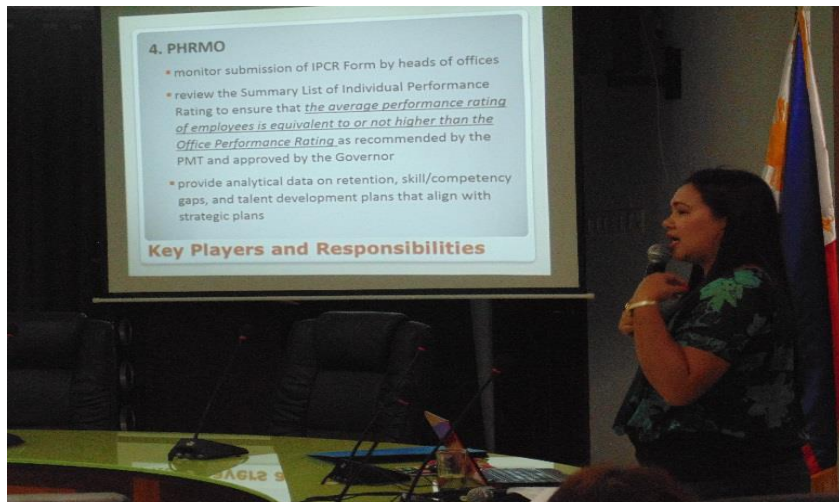
Afterwards, the speaker gave an informational background on Section 5 of Executive Order No. 201, Series of 2016 pertaining to the Enhanced-Performance Based Bonus that aims

to strengthen results orientation among qualified government personnel, including those in LGUs. Relevant sanctions and appeals were also discussed prior critiquing of the initially crafted OPCR and IPCR brought to the training by the participants.

Essential inputs, comments and recommendations were made by the speaker.

II. TRAINING METHODOLOGY

The speaker made use of a powerpoint presentation during her lecture / discussion in the morning while in the afternoon, critiquing of the initially crafted OPCR and IPCR immediately followed after each office's presentation.



III. MONITORING AND EVALUATION

Given the new SPMS calendar, deadline as to the submission of OPC and DPC (Jan- Dec. 2016) of G.O. Divisions was set on 29 April for submission to, and subject for review by, the PA-OPMD from May 2-6 while submission of DPC and IPC (Jan- June 2016) was set for submission to and review by the PHRMO on 23 May 2016.

Last 17 May 2016, the Performance Management Team (PMT) of the PHRMO, driven by their current developmental thrust of becoming an ISO certified organization, produced forms for use during the conduct of their review. Said forms were crafted to record a certain item, in an Individual Performance Commitment form, that fails to meet certain technicalities, as discussed during the activity, and needs revision.

As per PMT Review conducted by the PHRMO last 09 June 2016, generally, PGOOrM employees are knowledgeable on converting their corresponding work program into strategic priority, core and support functions. They also seem to be adept in determining the success indicator of a particular major final output (MFO). They were also able to align their individual targets from their respective office targets and formulate standards in rating their performance based on quality, efficiency and timeliness.

Due to the following provisions reiterated in the seminar workshop, the PMT, however, still deemed it necessary to return the accomplished IPCs to the employees for revision:

- Office Performance Commitment (OPC) – one year target
- General Administrative Support Services (GASS) outputs should only be indicated in the OPC and Division Performance Commitment (DPC) unless otherwise, an individual has an actual contribution on the said outputs
- **MFOs** are goods and services that a department/agency is mandated to deliver to external and internal clients through the implementation of programs, activities and projects (PAPs)
- Success indicators should only be rated on its appropriate measures

IV. REMARKS

a.) Conclusion

As a result of this activity, the participants were provided tools on how to cascade major final outputs from office performance commitment to division performance commitment up to individual performance commitment.

b.) Lessons learned

b.1 from the trainers point of view

The trainers were able to identify common weaknesses in the crafting of OPCs, DPCs, and IPCs, to wit:

- the use of success indicators in every major final output,
- the inconsistency of targets, and
- the cascading of tasks and timeline from OPC to DPC to IPC.

b. 2 from the participants' point of view

The participants learned the following;

- The need to craft DPCs,
- In the crafting of OPC, the identification of MFOs under the Output column, and
- Only applicable success indicators are to be used.

V. BUDGET REPORT

Hereunder is a comparison between the proposed budget and the actual budget exhausted:

PARTICULARS	ALLOCATED BUDGET	ACTUAL BUDGET
Meals: 120 pax x Php 100.00 [lunch]	Php 13,000.00	Php 13, 000.00
Snacks: 120 pax x Php 35.00 x 2	9,100.00	9,100.00
Supplies	10,000.00	10, 000.00
Board and Lodging	14,300.00	-
Miscellaneous Expenses	7,600.00	-
TOTAL	Php 54,000.00	Php 32,100.00