



October 8, 2024

**Office Memorandum Circular**

No. 60, s. 2024

Tarlac State University  
Records and Archives Unit No. 1725  
By/Date OCT 08 2024  
5:01

TO : **ALL CONCERNED PERSONNEL**

SUBJECT : **REVISED FINAL NUMERICAL RATING IN THE TSU STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)**

This is to notify all concerned about the **BOR Resolution No. 93, s. 2024** containing the changes in the lower limit and upper limit of the final numerical ratings for each adjectival rating on SPMS.

The amendment was further approved by the Civil Service Commission, Regional Office.

FROM			TO		
Adjectival Rating	Numerical Rating		Adjectival Rating	Numerical Rating	
	Lower Limit	Upper Limit		Lower Limit	Upper Limit
Outstanding	5.00	5.00	Outstanding	4.50	5.000
Very Satisfactory	4.00	4.99	Very Satisfactory	3.50	4.490
Satisfactory	3.00	3.99	Satisfactory	2.50	3.490
Unsatisfactory	2.00	2.99	Unsatisfactory	1.50	2.490
Poor	1.00	1.99	Poor	1	1.490

On this note, the **new SPMS Final Numerical Rating Scales** will be applied **effective** Jan-June 2024 Rating Period onwards. The remaining provisions of the previously CSC-Approved SPMS Guidelines are still in effect.

Attached herewith is the TSU No. 93, s. 2024 and Revised SPMS Guidelines.

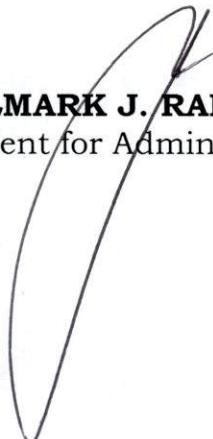
For further questions and concerns, please message *Ms. Ma. Regina A. Ramos* of Performance Management Unit.

For your guidance. Thank you.

  
**MR. MARLON C. DELA CRUZ, RGC, CPHR**  
Director

Noted by:

**ATTY. WILMARK J. RAMOS**  
Vice President for Administration



  
FOR DMS

**TSU**

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**STRATEGIC  
PERFORMANCE  
MANAGEMENT  
SYSTEM**  
(TSU - SPMS)



2024





Date : July 24, 2024

Name: **ATTY. ROSALINDA A. TANALIGA-OLIVA**  
 Acting Director IV, CSCRO 3  
 Address: Diosdado Macapagal Government Center  
 Maimpis, City of San Fernando, Pampanga

Dear Atty. Tanaliga-Oliva:

Greetings!

Pursuant to the Tarlac State University Board of Regents (BOR) **Resolution No. 93, s. 2024**, the attached Revised Strategic Performance Management System (SPMS) Guidelines is hereby submitted for the approval of your good office in accordance with CSC Memorandum Circular No. 6, s. 2012.

The TSU BOR-approved revision solely contains the following changes in the lower limit and upper limit of the final numerical rating for each adjectival rating:

FROM			TO		
Adjectival Rating	Numerical Rating		Adjectival Rating	Numerical Rating	
	Lower Limit	Upper Limit		Lower Limit	Upper Limit
Outstanding	5.00	5.00	Outstanding	4.50	5.000
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Unsatisfactory	2.00	2.99	Unsatisfactory	1.50	2.490
Poor	1.00	1.99	Poor	1.00	1.490

The remaining provisions of the previously CSC-Approved SPMS Guidelines are still in effect. The proposed revision shall be applied for the January-December 2024 rating period once approved.

Thank you for your untiring support to the University.

May God bless us all!

Respectfully,

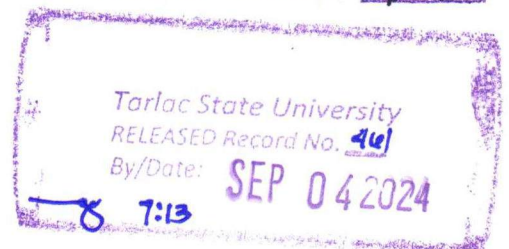
**DR. ARNOLD E. VELASCO**  
 President

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Republic of the Philippines

**TARLAC STATE UNIVERSITY**

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EXCERPTS FROM THE MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF REGENTS OF THE TARLAC STATE UNIVERSITY  
HELD AT THE CHED QUEZON CITY ON JULY 20, 2024


Resolution No. 93, s. 2024

APPROVING THE PROPOSED AMENDMENT IN THE TSU  
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)  
FINAL NUMERICAL RATING ON THE CONDITION THAT THE  
STANDARDS OF THE UNIVERSITY WILL NOT BE SACRIFICED.

Certified Correct:

AURELIA S. VALENCIA  
Board Secretary

CERTIFIED TRUE COPY:

  
WEBSTER P. CALMA  
Administrative Aide VI  
Office of the Board Secretary





## STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) OF TARLAC STATE UNIVERSITY

Pursuant to Civil Service Commission Memorandum Circular No. 6, s. 2012 prescribing the guidelines in the establishment and implementation of Agency Strategic Performance Management System (SPMS), the Tarlac State University hereby adopts the following policy guidelines in the planning and evaluation of employee performance:

### 1. OBJECTIVE:

The TSU Strategic Performance Management System shall:

- 1.1. Concretize the linkage of organizational performance with the Philippine Development Plan, the TSU Strategic Plan, and the Organizational Performance Indicator Framework;
- 1.2. Ensure organizational effectiveness and improvement of individual employee efficiency by cascading institutional accountabilities to the various levels of the organization anchored on the establishment of rational and factual basis for performance targets and measures; and
- 1.3. Link performance management with other HR systems and ensure adherence to the principle of performance-based tenure and incentive system.

### 2. BASIC ELEMENTS:

The following are the basic elements of the TSU SPMS:

- 2.1. **Goal Aligned to TSU Mandate and Organizational Priorities.** Performance goals and measurement are aligned to the national development plans, TSU mandate/vision/mission and strategic priorities and/or organizational performance indicator framework. Standards are pre-determined to ensure efficient use and management of inputs and work processes. These standards are integrated into the success indicators as organizational objectives are cascaded down to operational level.
- 2.2. **Outputs/Outcomes-Based.** The system puts premium on major final outputs that contribute to the realization of organizational mandate, mission/vision, strategic priorities, outputs and outcomes.
- 2.3. **Team-approach to performance management.** Accountabilities and individual roles in the achievement of organizational goals are clearly defined to give way to collective goal setting and performance rating. Individual's work plan or commitment and rating form is linked to the division/unit/office work plan or commitment and rating form to establish clear linkage between organizational performance and personnel performance.

Prepared by:  MARLON C. DELA CRUZ, RGC, CPHR Director, OHRDM	Reviewed by:  ATTY. WILMARK J. RAMOS, DBA Chair, PMT	Approved by:  DR. ARNOLD E. VELASCO President
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**2.4. User-friendly.** The forms used for both the organizational and individual performance are similar and easy to accomplish. The organizational and individual major final outputs and success indicators are aligned to facilitate cascading of organizational goals to the individual staff members and the harmonization of organizational and individual performance ratings.

**2.5. Information System that supports Monitoring and Evaluation (M&E).** Monitoring and evaluation mechanisms and information system are vital components of the SPMS to facilitate linkage between organizational and employee performance. The M&E and information system will ensure generation of timely, accurate, and reliable information for both performance monitoring/tracking, accomplishment reporting, program improvements and policy decision-making.

**2.6. Communication Plan.** A program to orient TSU officials and employees on the new and revised policies on SPMS shall be implemented. To promote awareness and interest on the system, generate employee's appreciation for the TSU, SPMS as a management tool for performance planning, control and improvement, and guarantee employee's internalization of their role as partners of management and co-employees in meeting organizational performance goals, the members of the PMT shall implement an orientation schedule for TSU officials and employees.

**3. KEY PLAYERS:**

**3.1. SPMS Champion – TSU President**

Primarily responsible and accountable for the establishment and implementation of the SPMS.

- Sets agency performance goals/objectives and performance measures.
- Determines TSU target setting period.
- Approves office performance commitment and rating.
- Assesses performance of offices.

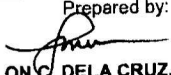
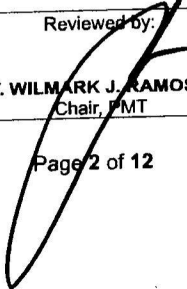
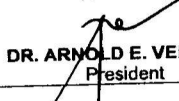
**3.2. Performance Management Team (PMT):**

The PMT shall be composed of the following:

Chair:	Executive Officer appointed by the University President
Co-Chair:	Vice President for Academic Affairs
Members:	Highest Planning Officer Head, Office of Human Resource Chief Administrative Officer Highest Finance Officer TSU Federated Faculty Union (TSUFFU) President TSU Non-Academic Staff Association (TSUNASA) President

The PMT shall have the following functions and responsibilities:

- Sets consultation meeting of all heads of offices for the purpose of discussing targets set in the office performance commitment and rating form.

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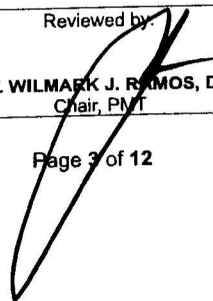
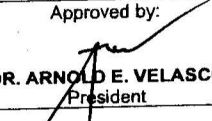
- Ensures that office performance target and measures, as well as the budget, are aligned with those of TSU and that work distribution of offices/units are rationalized.
- Recommends approval of the office performance commitment and rating to the University President.
- Acts as appeals body and final arbiter for performance management issues of the University.
- Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
- Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.
- The Office of Planning shall serve as the PMT Secretariat.

**3.3. The Office of Planning as PMT Secretariat:**

- Monitors submission of Office Performance Commitment and Review Form and schedules the review/evaluation of office commitments by the PMT before the start of a performance period.
- Consolidates, reviews, validates and evaluates the initial performance assessment of the heads of offices based on reported office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the President of TSU who shall determine the final office rating.
- Conducts an agency performance planning and review conference annually for the purpose of discussing the office assessment for the preceding performance period and plans for the succeeding rating period with concerned heads of offices/delivery units. This shall include participation of the Office of Finance as regards budget utilization.
- Provides each office with the final office assessment to serve as basis of offices in the assessment of individual staff members.

**3.4. The Office of the Human Resource Development & Management (OHRDM)**

- Monitors submission of Individual Performance Commitment and Review Form I of offices.
- Reviews the Summary List of Individual Performance Rating to ensure that the performance rating of employees is equivalent to or not higher than the Performance Rating as recommended by the PMT and approved by the TSU President.
- Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.

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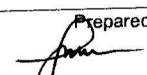
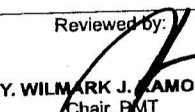
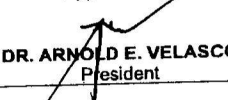
- Coordinates developmental interventions that will form part of the HR Plan.

**3.5. Head of Office (Vice Presidents/Deans/Directors)**

- Assumes primary responsibility for performance management in his/her area.
- Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the TSU and submits the Office Performance Commitment and Review Form to the PMT Secretariat.
- Reviews and approves individual employee's Performance Commitment and Review Form for submission to the OHRDM before the start of the performance period.
- Submits a quarterly accomplishment report to the Office of Planning based on the SPMS Calendar (Annex I).
- Does initial assessment of offices performance using the approved Office Performance Commitment and Review Form.
- Determines final assessment of performance level of the individual employees in his/her office based on proof of performance.
- Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.
- Recommends and discuss a development plan with the subordinates who obtain **Unsatisfactory** performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinate that a succeeding Unsatisfactory performance shall warrant their separation from the service.
- Provides preliminary rating to subordinates showing **Poor** performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

**3.6. Chairpersons/Unit Heads**

- Assume joint responsibility with the head of office (Vice Presidents/Deans/Directors) in ensuring attainment of performance objectives and targets.
- Rationalize distribution of targets/tasks.
- Closely monitor the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the office/unit and individual employee/faculty member.
- Assess individual employees' performance
- Recommend developmental intervention

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**3.7. Individual Employees/Faculty Members/TSUFFU/TSUNASA**

- Act as partners of management and their co-employees in meeting organizational performance goals.

**4. PERFORMANCE MANAGEMENT CYCLE**

**4.1. The SPMS Cycle**

The SPMS shall follow the same four-stage Performance Management System (PMS) cycle that underscores the importance of performance management.

**Stage 1: Performance Planning and Commitment**

This is done at the start of the performance period where the TSU President meets with the Head of Offices and agree on the outputs that should be accomplished based on the goals/objectives of the organization. Success indicators are determined.

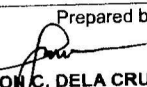
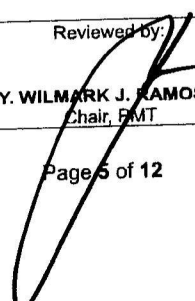
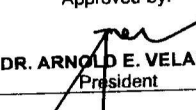
Success indicators are performance level yardsticks consisting of performance measures and performance targets. These shall serve as bases in the office and individual employee's preparation of their performance commitment and rating form.

Performance measures must form part of this SPMS and contribute to or support the outcomes that the TSU aims to achieve. It shall be included in the office performance commitment, to ensure relevance to its core functions and strategic priorities. The Major Final Outputs and performance measures must be continuously refined and reviewed.

Performance measures shall include any one, combination of, or all of the following general categories, whichever is applicable:

Criteria	Definition
<b>Effectiveness or Quality</b>	The extent to which actual performance compares with targeted performance. The degree to which objectives are achieved and the extent to which targeted problems are solved. In management, effectiveness relates to getting the right things done.
<b>Efficiency</b>	The extent to which time or resource is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of waste, expense, or unnecessary effort.
<b>Timeliness</b>	Measures weather the deliverable was done on time based on the requirements of the law and/or clients/stakeholders.  Time-related performance indicators evaluate such things as Project completion deadlines, time management skills and other-time-sensitive expectations.

The TSU President shall cause the determination of the "TSU target setting period", a period within which the office and employee' targets are set and discussed by the raters and the ratees, reviewed and concurred by the head of office and submitted to the PMT.

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The TSU Strategic Plan and Annual Investment Plan shall be the basis of the targets of offices/units aside from each office/unit commitments explicitly identified under each strategic priority in Strategic Plan, Annual Investment Plan, Major Final Outputs that contribute to the attainment of organizational mission/vision which form part of the core functions of the office/unit shall be indicated as performance targets.

The targets shall consider any combination of, or all of the following:

- **Historical data.** The data shall consider past performance.
- **Benchmarking.** This involves identifying and comparing the best agencies or institution or units within the agency with similar functions or processes. Benchmarking may also involve recognizing existing standards based on provisions or requirements of the law.
- **Client Demand.** This involves a bottom-up approach where the office/unit sets targets based on the needs of its clients. The office may consult with students and review the feedback on its services.
- **OPES Reference Table.** List of major final outputs with definition and corresponding OPES points.
- **Top Management Instruction.** The President of TSU may set targets and give special assignments.
- **Future Trend.** Targets may be based on the results of the comparative analysis of the actual performance of the office with its potential performance.


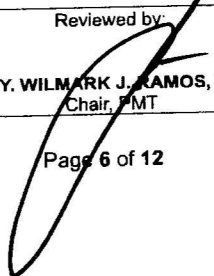

In setting work targets, the Office/Unit shall likewise indicate the detailed budget requirements per expense account to help the President in ensuring a strategy-driven budget allocation and in measuring cost efficiency. The Office/Unit shall also identify specific division/group/individuals as primarily accountable for producing a particular target output per program/project/activity. The target, performance measures, budget and responsibility centers are summarized in the Office Performance Commitment and Review Form (OPCR) (Annex B).

The approved Office Performance Commitment and Review Form shall serve as basis for individual performance targets and measures to be prepared in the Individual Employee's Performance Commitment and Review Form (IPCR) (Annex C).

Unless work output of a particular duty has been assigned pre-set standards by Management, its standards shall be agreed upon by the supervisors and the ratees. Individual employees' performance standard shall not be lower than the agency' standards in its approved Office Performance Commitment and Review Form.

**Stage 2: Performance Monitoring and Coaching**

During the performance monitoring and coaching phase, the performance of the offices and every individual shall be regularly monitored at various levels: i.e., the President, Director of Planning, Head of Office or Unit Head, and individual, on a regular basis. Regular basis shall be as follows:

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University President	-	Semestral
Vice Presidents	-	Quarterly
Directors/Deans/Div. Heads	-	Monthly
Chairpersons/Unit Heads	-	Weekly
Individual	-	Weekly

Monitoring and evaluation mechanisms shall be installed to ensure that timely and appropriate steps can be taken to keep a program on track and to ensure that its objectives or goals are met in the most effective manner. An information system that will support data management to produce timely, accurate and reliable information for program tracking and performance monitoring/reporting shall likewise be installed.

Supervisors and coaches play critical role at this stage. Their focus is on the critical function of managers and supervisor as coaches and mentors in order to provide an enabling environment/intervention to improve team performance; and manage and develop individual potentials.

**Stage 3: Performance Review and Evaluation (Office Performance and Individual Employee's Performance)**

This phase aims to assess both office and individual employee's performance level based on performance targets and measures as approved in the office and individual performance commitment.

The results of assessment of office and individual performance shall be impartial owing to scientific and verifiable basis for target setting and evaluation.

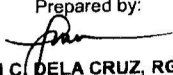
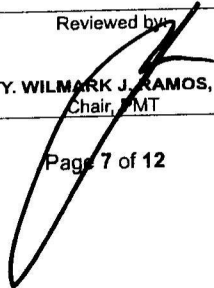

**Office Performance Assessment**

The PMT Secretariat in the University shall consolidate, review, validate and evaluate the initial performance assessment of the heads of offices based on reported office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be submitted to the PMT for calibration and recommendation to the University President. The University President shall determine the final rating of offices/units.

A TSU performance review conference shall be conducted annually by the offices of the three (3) Vice Presidents for the purpose of discussing the office assessment with concerned heads of offices. This shall include participation of the Budget Management Unit as regards budget utilization. To ensure complete and comprehensive performance review, all offices shall submit a quarterly accomplishment report to the PMT Secretariat based on the SPMS calendar.

Any issue/appeal/protest on the office assessment shall be articulated by the concerned Dean/Directors/Head of Office and decided by the President during this conference, hence the final rating shall no longer be appealable/contestable after the conference.

The PMT Secretariat shall provide each office with the final office Assessment to serve as basis of offices in the assessment of individual staff members.

Prepared by:  <b>MARLON C. DELA CRUZ, RGC, CPHR</b> Director, OHRDM	Reviewed by:  <b>ATTY. WILMARK J. RAMOS, DBA</b> Chair, PMT	Approved by:  <b>DR. ARNOLD E. VELASCO</b> President
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**Performance Assessment for Individual Employees**

The immediate supervisor (Dean/Directors/Unit Head) shall assess individual employee performance based on the commitments made at the beginning of the rating period. The performance rating shall be based solely on records of accomplishment; hence, there is no need for self-rating.

This SPMS puts premium on major final outputs toward realization of organizational mission/vision. Hence, rating for planned and/or intervening tasks shall always be supported by reports, documents or any outputs as proofs of actual performance. In the absence of said bases or proofs, a particular task shall not be rated and shall be disregarded.

The supervisor shall indicate qualitative comments observations and recommendations in the individual employee's performance commitment and review form to include competency assessment and critical incidents which shall be used for human resource development purposes such as promotion and other interventions.

Employee's assessment shall be discussed by the supervisor with the concerned ratee prior to the submission of the individual employee's performance commitment and review form to the President.

The President shall determine the final assessment of performance level of the individual employees based on proof of performance. The final assessment shall correspond to the adjectival description of Outstanding, Very Satisfactory, Satisfactory, Unsatisfactory or Poor.

The President may adopt appropriate mechanism to assist him/her distinguish performance level of individuals, such as but not limited to peer ranking and client feedback.

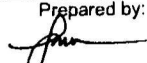
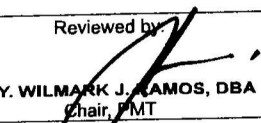
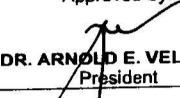
The average of all individual performance assessments shall not go higher than the collective performance assessment of the office.

The President shall ensure that the employe is notified of his/her final performance assessment and the Summary List of Individual Ratings (Annex F) with the attached IPCRs are submitted to the Office of Human Resource Development & Management within the prescribed period.

**Stage 4: Performance Rewarding and Development Planning**

Part of the individual employee's evaluation is the competency assessment vis-a-vis the competency requirements of the job. The result of the assessment shall be discussed by the Directors/Heads of Office and supervisors with the individual employee at the end of each rating period. The discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

The result of the competency assessment shall be treated independently of the performance rating of the employee.

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Appropriate developmental interventions shall be made available by the (Director) head of office and supervisors in coordination with the Office of Human Resource Management and Development.

A professional development plan (Annex S) to improve or correct performance of employees with Unsatisfactory and Poor performance ratings must be outlined, including timelines, and monitored to measure progress.

The results of the performance evaluation/assessment shall serve as inputs to the:

- a) President, in identifying and providing the kinds of interventions needed, based on the developmental needs identified.
- b) Office of Human Resource Development and Management, in consolidating and coordinating developmental interventions that will form part of the HR Plan and the basis for rewards and incentives.
- c) PMT, in identifying potential PRAISE Awards nominees for various awards categories.
- d) PRAISE Committee, in determining top performers of the University who qualify for awards and incentives.

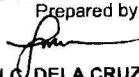
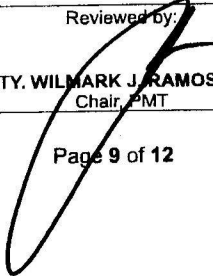
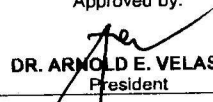
**5. RATING PERIOD**

Performance evaluation shall be done semi-annually. However, if there is a need for a shorter or longer period, the minimum appraisal period is at least ninety (90) calendar days or three (3) months while the maximum is no longer than one (1) calendar year.

**6. SPMS RATING SCALE**

Various rating scales may be used for specific sets of measures. However, in general there shall be five-point rating scale (1 to 5), 5 being the highest and 1, the lowest.

Numerical Rating	Adjectival Rating	Description
4.50 – 5.00	Outstanding	Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility.  Employee achievement and contributions to the organization are of marked excellence.
3.50 – 4.490	Very Satisfactory	Performance exceeded expectations. All goals, objectives and targets were achieved above the established standards.
2.50 – 3.490	Satisfactory	Performance met expectations in terms of quality of work, efficiency and timeliness. The most critical annual goals were met.

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1.50 – 2.490	Unsatisfactory	Unsatisfactory Performance failed to meet expectations, and/or one or more of the most critical goals was/were not met.
1.00 – 1.490	Poor	Performance was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

(As amended by TSU BOR Resolution No. 93, s. 2024, effective January-December 2024 Rating Period)

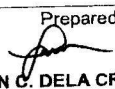
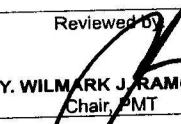
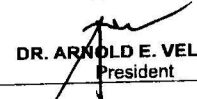
**7. SPMS INITIATION/ IMPLEMENTATION**

The Head of the Agency shall:

- a. Constitute a Performance Management Team (PMT).
- b. Review existing Performance Evaluation System and decide on whether the same conforms with the features of the Strategic Performance Management System.
- c. Amend, enhance or develop TSU Performance Management System and submit the same to CSC for review/approval.
- d. Conduct orientation and reorientation on the new and revised policies on SPMS for all employees. This is to promote awareness and interest on the system, generate employees' appreciation for the agency SPMS as a management tool for performance planning, control and improvement, and guarantee employees' internalization of their role as partners of management and co-employees in meeting organizational performance goals.
- e. Administer the approved TSU SPMS in accordance with these guidelines/standards.
- f. Provide the Civil Service Commission Regional/Field Office concerned with a copy of the Consolidated Individual Performance Review Reports indicating alignment of the collective individual performance rating with the Organizational/Office Performance Rating.

**8. USES OF PERFORMANCE RATINGS**

- a. Security of tenure of those holding permanent appointments is not absolute but is based on performance. Hence, employees who obtained Unsatisfactory rating for one rating period or exhibited poor performance shall be provided appropriate developmental intervention by the President and supervisor, in coordination with the OIIRDM to address competency-related performance gaps.
- b. If after advice and provision of developmental intervention, the employee still obtains Unsatisfactory ratings in the immediately succeeding rating period or Poor rating for the immediately succeeding rating period, he/she may be dropped from the rolls. A written notice/advice from the Director/Head of office at least 3 months before the end of the rating period is required.
- c. The PMT shall validate the Outstanding performance ratings and may recommend concerned employees for performance-based awards. Grant of performance-based incentives shall be based on the final ratings of employees as approved by the President.

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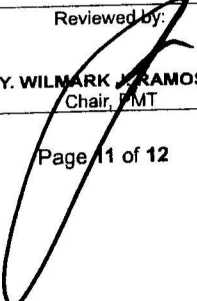
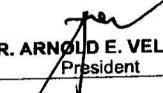
- d. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions. Employees with Outstanding and Very Satisfactory performance ratings shall be considered for the abovementioned personnel actions and other related matters.
- e. Officials and employees who shall be on official travel, approved leave of absence or training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office. For purposes of performance-based benefits, employees who are on official travel, scholarship, or training within a rating period shall use their performance ratings obtained in the immediately preceding rating period.
- f. Employees who are on detail or secondment to another office shall be rated in their present or actual office, copy furnished their mother office. The ratings of those who were detailed or seconded to another office during the rating period shall be consolidated in the office, either the mother (plantilla) office or present office, where the employees have spent majority of their time during the rating period.

**9. SANCTIONS**

- a. Unless justified and accepted by the PMT, non-submission of the Office Performance Commitment and Review Form to the PMT, and the Individual faculty Performance Commitment and Review forms to the Office of Human Resource Management Development within the specified dates shall be a ground for:
  - 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.
  - An administrative sanction for violation of reasonable office rules and regulations and simple neglect of duty for the supervisors or employees responsible for delay or non-submission of the office and individual performance commitment and review report.
- b. Failure on the part of the TSU President to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty.
- c. Non-submission of TSU SPMS to the Civil Service Commission for review/approval shall be a ground for disapproval of promotional appointments issued by concerned agency heads.


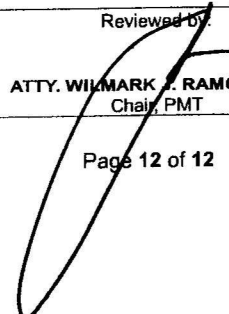
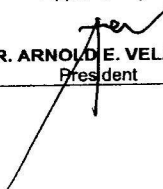
**10. APPEALS**

- a. Office performance assessment as discussed in the performance review conference shall be final and not appealable. Any issue/appeal on the initial performance assessment of an office shall be discussed and decided during the performance review conference.
- b. Individual employees who feel aggrieved or dissatisfied with their final performance

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ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the President. An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. Ratings obtained by other office/unit or employees can only be used as basis or reference for comparison in appealing one's unit or individual performance rating.

- c. The PMT shall decide on the appeals within one month from receipt. Appeals lodged shall follow jurisdiction of the CSC under the RRACCS which provides: Officials or employees who are separated from the service on the basis of Unsatisfactory or Poor performance rating can appeal their separation to the CSC or its regional office within 15 days from receipt of the order or notice of separation.

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