

## **Performance Monitoring and Coaching**

- Conduct of Informal/ Regular Division/Sectoral Meeting/Coaching
- Output: Notice of Meeting, Memo – Instruction, Minutes of the Meeting, Journal
- Conduct of Physical and Financial Accomplishment Assessment
- Output: Memorandum/RSO, Minutes, Report, Presentations or documents used

## **Performance Review and Evaluation**

- Submission of O/DPCR and IPCR – PENROs, CENROs and Division Chiefs with Self Rating
- Output: Memo – Instruction to Submit, OPCR, DPCR and IPCR with Self Rating

- Output: Memo – Instruction to Calibrate, Calibrated OPCR, DPCR, IPCR
- Calibration of OPCR, DPCR by Sub-PMT
- Output: Memo – Instruction to Calibrate, Calibrated OPCR and DPCR, Minutes
- Submission of Sub-PMT Calibrated OPCR and DPCR
- Output: Memo – Instruction to Submit, Minutes
- Final Calibration of OPCR and DPCR by PMT
- Output: Minutes and other documents

Consolidation of the Final OPCR, DPCR and IPCR with Calibrated Rating

Output: List of employees' performance rating;

Memo recommendation to PRAISE – for awards;

Memo recommendation to PDC – for training and development; and

Memo to HRMPSB – for promotion



Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES**  
Region III

# **Performance Management (PM)**

## Performance Management



## Performance Planning and Commitment

- Preparation of the RED's OPCR (Commitment) based on the SPMS guidelines indicator of the Secretary
- Output: RED's OPCR
- Review of OPCR by of PMT
- Output: PMT-reviewed OPCR
- Submission of OPCR based on the review of PMT
- Output: Submitted PMT-reviewed OPCR

## Performance Planning and Commitment

- Cascading of Targets and Commitments from RO to PENROs, CENROs and Division Chiefs and other Unit Heads
- Output: Memorandum – Instruction
- Distribution of Targets and Commitments from PENROS, CENROs, and Division Chiefs to Section/Unit Heads, and to Staff
- Output: Memo – Instruction, Notice of Meeting, Minutes of the Meeting
- Submission of OPCR, DPCR and IPCR (Commitment)
- Output: Memo – Instruction to submit OPCR, DPCR, and IPCR