

KEY PLAYERS AND RESPONSIBILITIES

KEY PLAYERS	COMPOSITION	RESPONSIBILITIES
SPMS Champion	President and CEO	<ol style="list-style-type: none"> 1. Sets Corporate performance goals/objectives and performance measures; 2. Assesses and approves Corporate and Functional Group performance commitment and rating.
Performance Management Team (PMT)	<p>1. PMT-Corporate</p> <p>Chairman: VP-Corporate Affairs Grp</p> <p>Vice Chairman: VP-Admin. & Fin. Grp.</p> <p>Members: FG Heads PGEA President EXAI President</p>	<ol style="list-style-type: none"> 1. Set consultation meeting of all FG Heads to discuss targets set in the FG Performance Contract/Office Performance Commitment and Review (OPCR); 2. Ensure that performance targets and measures, as well as the budget, of FGs are aligned with the Corporate target and budget; 3. Review and recommend approval of the FG's performance commitment and rating to the President; 4. Act as appeals body and final arbiter on performance management issues of the Corporation; 5. Identify top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; 6. Adopt its own internal rules, procedures and strategies in carrying out its responsibilities including schedules of meeting and deliberations, and delegation of authority to representatives in case of absence of its members
	<p>2. PMT- Functional Group</p> <p>Chairman: VP Concerned</p> <p>Members: Sr. Department/ Department Managers</p> <p>Secretariat (To be designated by respective FG)</p>	<ol style="list-style-type: none"> 1. Review, calibrate, and validate the performance targets and accomplishments of Department/ Division/Individual; 2. Adopt its own strategies in carrying out its responsibilities including schedules of meeting, deliberations and delegations of authority to representatives; 3. Recommend approval of the Department/Division/Individual Performance Commitment and Rating to the FG Head.

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PMT Corporate Secretariat	Corporate Planning Department, Corporate Affairs Group	<ol style="list-style-type: none"> 1. Monitor submission of FG Performance Contract/Office Performance Commitment and Review (OPCR) using <i>SPMS Form 1</i>; 2. Review, calibrate, and consolidate the performance rating of FGs based on reported accomplishments against the KPI/ success indicator, and the allotted budget. The result of the assessment shall be endorsed to the PMT; 3. Conduct annual corporate strategic planning and performance review conference; 4. Comply with the reportorial requirement of the GCG with regard to Corporate performance evaluation;
Human Resource Management Office	Human Resources Department	<ol style="list-style-type: none"> 1. Monitor and ensure the submission of accomplished OPCR and IPCR by respective groups/offices. 2. Review the summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Division performance rating. 3. Provide analytical data on retention, skill/competency gaps, and develop training interventions that will form part of the HR Plan
Raters	President/FG Heads/Sr. Department/Department Managers/Division Managers	<ol style="list-style-type: none"> 1. Ensure the effective and efficient implementation of the SPMS within his FG by cascading the MFO targets and measures up to individual employees. 2. Implement strategies and action plans to facilitate the attainment of performance targets. 3. Provide enabling environment/ intervention/ coaching to improve individual and team performance. 4. Regularly review performance accomplishments vis-à-vis targets and comply with the reportorial responsibilities as indicated in this Circular.
Ratee	Individual Employees	Act as partners of Management and their co-employees in meeting their performance targets.