

STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) CALENDAR

STAGE/ACTIVITY	RESP. GROUP/ INDIVIDUAL	SUBMIT TO	YEAR 0												YEAR 1												YEAR 2			
			DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
1. Performance Planning & Commitment																														
1.1 Annual Strategic Planning	ManCom/ Functional Group		■	■																										
1.2 Submission of FG Performance Targets to Corplan as input to Corporate Performance Targets for the succeeding year.	All Functional Groups	Corporate Planning Dept.		■	■																									
1.3 Mancom review and endorsement to the /NP Board for approval and submission to GCG of Corporate Performance Targets for the succeeding year .	PMT	NP Board			■	■	■																							
1.4 Performance Scorecard contracting with GCG	Corporate Affairs Group	GCG										■	■																	
1.5 Performance Targets Cascading and Contracting																														
1.5.1 Functional Group Performance Targets Setting												■																		
1.5.2 Department Performance Targets Setting	All Departments											■																		
1.5.3 Division Performance Targets Setting	All Divisions												■																	
1.5.4 Individual Perf.Target Setting & Contracting	Employees													■	■	■														
2. Performance Monitoring & Coaching																														
2.1 Submission of Performance Scorecard, Quarterly Accomplishment Report to Corp. Planning Dept.	All Functional Groups																	■			■		■			■				
2.2 Submission of Quarterly Monitoring Reports to GCG	Corporate Planning Dept.																	■			■		■			■				
3. Performance Review & Evaluation																														
3.1 Performance Review Conference. (Review & validation of accomplishments versus targets of FGs/Corporate)	PMT/Corplan																				■	■					■	■		
3.2 Review & validation of accomplishments versus targets of Dept/Div/Individuals	Dept/Div. Managers																				■						■			
3.3 Submission of accomplished NPC Annual Scorecard to GCG	Corporate Planning Dept.																											■	■	
4. Performance Rewarding & Dev't Planning	PMT/HR																													■

NOTE:

- Orientation** for all officials and Employees shall be **within one (1) month** upon receipt of the CSC approved revisions on the SPMS Policies.
- Pilot Testing** of the Revised SPMS policies shall be done on the **First Rating Period immediately succeeding the CSC's approval** on the revised SPMS policies.

