

DRN:III-FO-HRMDD-HRPPMS-A-MC-25-01-05872-S

MEMORANDUM

TO : ALL DIVISION CHIEFS
ALL PROVINCIAL TEAM LEADERS
ALL HEAD SOCIAL WORKERS
DSWD Field Office III

FROM : THE REGIONAL DIRECTOR
DSWD Field Office III

SUBJECT : SUBMISSION OF CY 2024 2ND PERFORMANCE RATINGS
& EVALUATION RESULTS

DATE : 27 JANUARY 2024

Pursuant to Administrative Order No. 18 Series of 2023 or the Guidelines on the Implementation of the Enhanced DSWD Strategic Performance Management System (DSPMS)¹, the undersigned would like to inform all personnel who rendered at least three (3) months of service for the rating period of July to December 2024 are required to submit the following performance ratings/evaluation results through the following enhanced DSPMS forms, to wit:

FORMS(S) TO BE PREPARED / ANNEX	RESPONSIBLE PERSON	DEADLINE	REMARKS
Division Performance Commitment and Review Form (DPCRF) and Ratings / ANNEX E	Designated Division Chiefs and OIC Division Chiefs	February 10, 2025, Monday	All forms must first be forwarded to the Performance Management Unit for rechecking of computations prior to the approval of the Regional Director. The PMU shall endorse the forms to the Regional Director once finalized. Original signed copies will be returned to the concerned office as soon as the PMU has scanned the copies. Likewise, the original copies must be
Individual Performance Commitment and Review Form (IPCRF) and Ratings / ANNEX F	Holders of Rank and File positions (Permanent, Coterminous, Contractual, and Casual)		
Contractor Commitment and Evaluation Form	Contract of Service (COS) workers		

¹ AO No. 18 Series of 2023 or the Guidelines on the Implementation of the Enhanced DSWD Strategic Management System (DSPMS)

(CCEF) with Ratings	regardless of position		safeguarded by the responsible officials or personnel.
Certificate of Performance Assessment (CPA) with Individual Accomplishment Report / ANNEX T ANNEX J	All personnel rendered less than three (3) months of service, regardless of employment status or those who were engaged on October 4, 2024 onwards.		*Forms mentioned in this memorandum can be accessed through this link: bit.ly/EnhancedDSPMSForms

For everyone's further information relative to this submission, you may visit bit.ly/EnhancedDSPMSForms and review the following downloadable documents:

REFERENCES	
For Permanent, Coterminous, Contractual and Casual	Annex A: Process Guide for Performance Review and Evaluation (PRE) Phase
For Contract of Service (COS) workers	Annex B: Process Guide for the Submission of Semestral Evaluation Results

Kindly take note that failure to submit the required DSPMS forms within the given timeline shall result in the concerned personnel's ineligibility for any incentives, benefits, and other human resource actions that require the use of performance ratings.

Given that, may we reiterate the pertinent provisions for non-compliance as stipulated in our AO No. 18 Series of 2023, as follows:

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XI. Sanctions

Unless justified and accepted by the PMT, non-submission of the Office Performance Contract Review Forms to the PMT, and the Individual Performance Contract and Review Forms to the HRMDS may result to the following:

1. It may become a ground for employees' disqualification for performance-based personnel actions (such as promotion, training, or scholarship grants and performance enhancement bonus) which would require the rating for the given period, if the failure of the submission of the report form is attributed to the fault of the employees.
2. It may subject the employee to an administrative sanction for violation of reasonable office rules and regulations for the delay or non-submission of the office and individual performance commitment and review report.

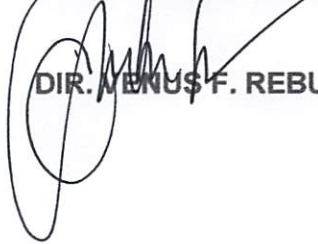
3. Failure on the part of the Division Chief/Head of Office to comply with the required notices to their subordinates for their unsatisfactory or poor performance during a rating period shall be a ground for an administrative offense for neglect of duty (CSC MC 6, s. 2012 - Part 3, II, c).

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In addition, all supervisors are hereby strictly directed to fill out the **Performance Feedback portion** of the D/IPCRF as an avenue to provide observations/feedback on the personnel's performance, identify factors that affect performance, give commendations, and discuss appropriate developmental interventions.

For further clarifications and instructions, there will be a virtual orientation session on **January 30, 2025** at exactly 1:30 in the afternoon via Google Meet Link: <https://meet.google.com/xvm-nvcs-pya>.

For your strict compliance.



DIR. VENUS F. REBULDELA