**Guidepost in Validating SPMS Implementation**

**Agency Name**

**Address**

*Instruction: Please use this Guidepost In the conduct of monitoring which can be integrated in the conduct of CARE, CHARM or SPEAR to validate the agency’s implementation of the SPMS.*

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<tr>
<th>Features</th>
<th>Indicators</th>
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<th>Document to Review</th>
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| **Communication Plan** | • The employees were oriented on the new and revised policies on the SPMS  
• There are communication materials (handbook, manual, flyers, brochures) to raise the level of awareness and familiarize the employees with the new/enhanced system |     |    | Communication Plan, Communication Materials |
| **Performance Management Team** | • The Performance Management Team has its own internal rules and procedures in carrying out their responsibilities  
• The Performance Management Team meets to set performance standards and review targets and accomplishments |     |    | PMT’s Internal Guidelines               |
| **SPMS Forms**    | • The agency is already using performance commitment and evaluation forms similar to the Office Performance Commitment and Review (OPCR), Division Performance Commitment and Review (DPCR), and Individual Performance Commitment and Review (IPCR)  
• The commitment and rating forms include columns for MFOs, Success Indicators, Actual Accomplishments and Rating  
• The agency has developed and is already using Performance Monitoring Form, Coaching Form and Professional Development Form |     |    | Accomplished  
• OPCR  
• DPCR  
• IPCR or their equivalent  
Accomplished Performance Monitoring Forms  
Professional Development Plan |
| **SPMS Cycle**    | • The supervisors and employees discussed and agreed on the targets and standards prior to the start of the rating period  
• Monitoring and coaching sessions were conducted |     |    | Summary of Ratings  
Accomplished Coaching Forms |
### Features

- Professional Development Plans were drawn for the employees
- Office accomplishments were assessed against the success indicators
- Individual employee performance was assessed based on the commitments made
- The results of the performance evaluation were used as inputs for development planning and for the rewards and recognition program

### Indicators

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<td>Professional Development Plan</td>
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### CSCRO/CSCFO Review Report

**Status of Implementation**

- Implemented strictly in accordance with the guidelines
- Implemented, with recommended enhancements
- Not implemented, subject to monitoring after three or six months

**Remarks:**

Evaluated by:

Printed Name and Signature of CSC Evaluator/Field Director ___________________ Date Signed __________

Noted by:

Printed Name and Signature of CSC Regional Office Director

Date Signed: ___________________