



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER

Bangsamoro Government Center, Governor Gutierrez Avenue, Rosary Heights VII, Cotabato City 9600

MEMORANDUM

Order No. 0244
Series of 2023

TO : ALL OFFICES, SERVICES, DIVISIONS, SPECIAL PROGRAMS,
AND ATTACHED AGENCIES (BBOI, BICTO, BDI, BIO, OSC)
UNDER THE OFFICE OF THE CHIEF MINISTER
Bangsamoro Autonomous Region in Muslim Mindanao

SUBJECT : SUBMISSION OF STRATEGIC PERFORMANCE MANAGEMENT
SYSTEM (SPMS) DOCUMENTARY REQUIREMENTS

DATE : 18 Dhu'l-Hijjah 1444 AH | 06 July 2023

In compliance with the Strategic Performance Management System (SPMS) Policy and Memorandum Order No. 0145, s. of 2023,¹ all offices, services, and divisions under the Office of the Chief Minister are hereby directed to submit the following documentary requirements:

- a. Rated office level Performance Commitment and Review (PCR) Form (January-June FY 2023) (signed by the approving authority);
- b. Rated Behavioral Form;
- c. Accomplished Means of Verification (MOV) Form;
- d. Rated Individual Performance Commitment and Review (signed by the head of office);
- e. Updated Individual Development Plan (IDP); and
- f. Accomplished Coaching and Monitoring Form (1st and 2nd Quarter)

The aforementioned documentary requirements “**item a and b**” shall be submitted to the Technical Management Service-Planning and Management Division (TMS-PMD) and “**Item c, d, e, and f**” shall be submitted to the Administrative Management Service-Human Resource Management Division (AMS-HRMD) on or before **10 July 2023**.

Further, please be advised of the following reminder prior to the submission of the documentary requirements:

For office level Performance Commitment and Review (PCR) Form

1. Refer to the approved Performance Review Commitment and Review (PCR) Form during the planning and commitment phase in rating the same; and

2. Prepare the Actual Means of Verification (MOV) prior to the scheduled validation of the SPMRT Secretariat Proper.

For Individual Performance Commitment and Review (IPCR) Form

1. Refer to the approved Individual Performance Commitment and Review (IPCR) Form in accomplishing the same; and
2. Prepare the Actual Means of Verification (MOV) prior to the scheduled validation of the SPMRT Expanded Secretariat.

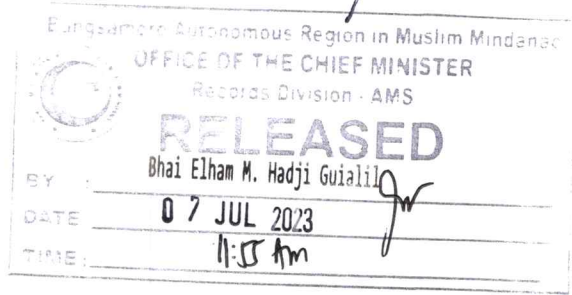
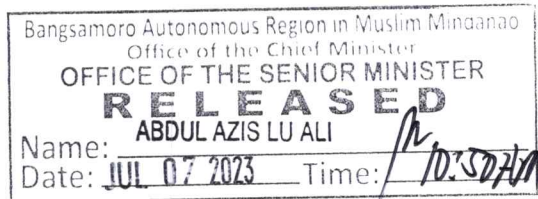
All documentary requirements must be signed by the ratee and his/her respective rater and/or approving authority.

For questions and/or other clarification, kindly coordinate with SPMS Secretariat Proper of the TMS-PMD at telephone no. **(064)-4425463** or email at **tmsplanning@bangsamoro.gov.ph**, and for IPCR, IDP, and CMF concerns, kindly coordinate with the SPMS Expanded Secretariat of the AMS-HRMD at telephone no. (064)-421-9968 or email at **hrmd@bangsamoro.gov.ph**.

For guidance and **compliance**.

By Authority of the Chief Minister
AHOD B. EBRAHIM


ABUNAWAS L. MASLAMAMA
Senior Minister ϕ



¹ Revised Strategic Performance Management System (SPMS) Internal Guidelines

RECEIVED FOR ROUTING
By: **MASNAH K. MIDTIMBANG**
Date: **07 JUL 2023**
Time: **11:51 Am**