 Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City	DOCUMENT TYPE: IMPLEMENTING GUIDELINES	DOC ID:
	EFFECTIVITY/REVISION DATE: Revision 01-5-2020	PAGE PAGES 3 of 32
DEPT/DIV/OFFICE: PERFORMANCE MANAGEMENT TEAM Office of the Senior Assistant General Manager	DOCUMENT TITLE: STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)	

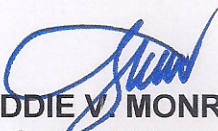
FOREWORD

In conformity with Civil Service Commission (CSC) Memorandum Circular No. 6, series of 2012, the *"Strategic Performance Management System"* (SPMS) of the **Manila International Airport Authority** (MIAA) has been established as one of the basic tools in attaining the Vision, Mission and Strategic Objectives of the Authority. The SPMS was approved by CSC on March 13, 2019


However, in 2014, the Authority has already been implementing the SPMS in accordance with its approved SPMS Manual. To address the gaps and weaknesses found in the previous implementation of the SPMS, Management deemed it vital to update policies, systems and procedures for effective management and implementation of the SPMS as we face the challenges of the new millennium.

We, likewise, aimed to provide our employees an environment at the MIAA where coordination, complementation and collaboration is practiced by all officers and employees in the performance of their functions towards the realization of their collective individual targets.

In implementing the SPMS, the MIAA adhered to the general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and /or indigenous group membership and will likewise provide an equal opportunity for all MIAA officers and employees to grow professionally regardless of their designation.


EDDIE V. MONREAL
 General Manager

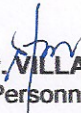
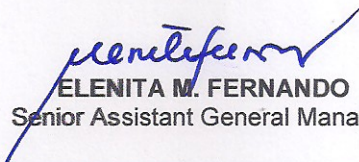
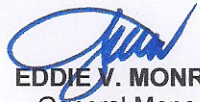
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DEPT/DIV/OFFICE:	DOCUMENT TITLE: SPMS MANUAL	

ADDENDUM

DEFINITION OF TERMS


1. **Differently-Abled** refers to people with disabilities that are quite capable of accomplishing a particular task or performing a particular function, only in a manner that is different from or takes more time than that of people without the disability.
2. **Disability** shall mean 1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; 2) a record of such an impairment; or 3) being regarded as having such an impairment.
3. **Gender Identity** is defined as a personal conception of oneself as male or female (or rarely, both or neither). This concept is intimately related to the concept of gender role, which is defined as the outward manifestations of personality that reflect the gender identity.
4. **Handicap** refers to a disadvantage for a given individual, resulting from an impairment or a disability, that limits or prevents the function or activity, that is considered normal given the age and sex of the individual;
5. **Indigenous Religions** refers to indigenous peoples, analytical category, classification, relational concept, the study of religions.
6. **Sexual Orientation** is an inherent or immutable enduring emotional, romantic or sexual attraction to other people.

Author:  MARIO P. VILLALOBOS Manager, Personnel Division	Reviewed:  ELENITA M. FERNANDO Senior Assistant General Manager	Approved:  EDDIE V. MONREAL General Manager
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
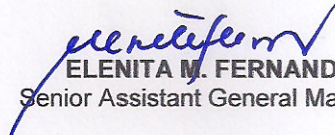

1.0 STATEMENT (Additional)

1.1 The MIAA performance management system philosophy x x x x x x x

1.2 Ths SPMS is an integral part of the Human Resource Management Program
x x x x x x x x

1.3 MIAA aims to adopt practices and procedures that enable and encourage employees to contribute to the best of their ability.


1.4 MIAA is committed in providing an environment where employees and others in the workplace are treated fairly and with respect, and are free from unlawful discrimination, harassment, bullying and inequality.

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4.1 STAGE 1: Performance Planning and Commitment


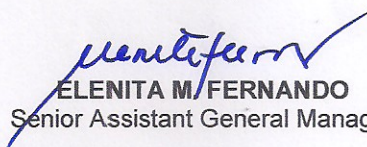
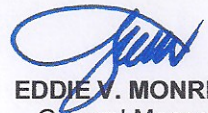
4.1.5 Target Setting

On Target Setting (1st Cycle)

1. The implementation of SPMS shall consider the needs and limitations of all MIAA employees, especially those belonging to socially-excluded groups:
 - Differently-abled Person;
 - Indigenous Groups;
 - Pregnant Women;
 - Solo Parents;
 - Senior Citizens;
 - Others that may be identified by the agency
2. No discrimination on account of gender, age, sex, civil status, disability, religion, ethnicity, social status, income, political affiliation and other similar factors/circumstances which run counter to the EOP shall affect the rational distribution of tasks and targets as well as delineation of responsibilities.
3. Assignments and tasks should consider the needs of employees belonging to special groups or those recuperating from life-threatening illnesses.
4. Employees belonging to indigenous people and other religious affiliation should not be given targets and tasks that may be contrary to their cultural values, beliefs and practices.

On Target Monitoring & Coaching (2nd Cycle)


1. All MIAA employees, especially those needing coaching, must be given the opportunity to be supervised and mentored on a regular basis by their supervisors during the rating period.

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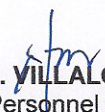
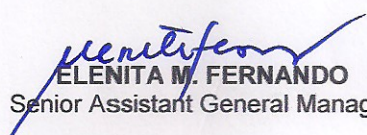
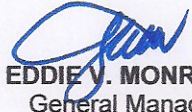
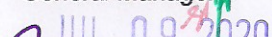
2. Work areas that ensure the safety and easy access of employees who have physical limitations or health-related conditions must be provided by MIAA.
3. Assignments that would require mobility/travel to regions and field operating units should be mutually agreed upon by supervisors and subordinates.

On Performance Rating – Review & Evaluation (3rd Cycle)

1. All ratings of employees must be based on objective presentation of actual output of performance that can be verified and validated by any party vis-à-vis the agreed targets set on the start of the rating period.
2. All raters and immediate supervisors are required to issue due notice to employees who may obtain Unsatisfactory or Poor Rating for a particular rating period.
3. Such notice should be in writing and be given to concerned employee/s within the prescribed period.
4. Final contents of IPCRs must be collectively discussed by subordinates/supervisors and their submission should adhere strictly to the required deadline set by the PMT.

On Rewarding and Development Planning (4th Cycle)

1. All employees should be given continuous assistance in the crafting of their respective Individual Development Plans (IDPs) to improve their set of skills and competencies.
2. All submitted IDPs of employees shall be consolidated and undertake comprehensive approach for integration in the Learning and Development of the Agency.

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