 Republic of the Philippines MANILA INTERNATIONAL AIRPORT AUTHORITY MIAA Administration Building, MIA Road, Pasay City	DOCUMENT TYPE: <b>IMPLEMENTING GUIDELINES</b>	DOC ID:
	EFFECTIVITY/REVISION DATE: Revision 02-03-2021	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

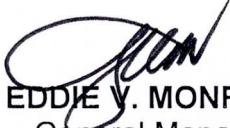
In conformity with Civil Service Commission (CSC) Memorandum Circular No. 6, series of 2012, the "*Strategic Performance Management System*" (SPMS) of the **Manila International Airport Authority** (MIAA) has been established as one of the basic tools in attaining the Vision, Mission and Strategic Objectives 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, aim 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 adheres to the general policy of no discrimination 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.

**MIAA shall also adhere to the principles of Gender and Development-that access and control over resources should be made available to both men and women regardless of their gender ideologies and identity.**


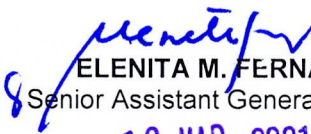

  
**EDDIE V. MONREAL**  
 General Manager  
 MAR 15 2021

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DEPT/DIV/OFFICE:	DOCUMENT TITLE: <b>SPMS MANUAL</b>	

## ADDENDUM


### DEFINITION OF TERMS

1. **Gender and Development (GAD)** – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development;
2. **Gender Equality** – refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights;
3. **Women’s Empowerment** – is the process by which women are mobilized to understand, identify and overcome gender discrimination so as to achieve equality between women and men in terms of access to and enjoyment of opportunities, benefits and privileges.

Author:   <b>MARIO P. VILLALOBOS</b> Manager, Personnel Division	Reviewed:   <b>ELENITA M. FERNANDO</b> Senior Assistant General Manager <b>12 MAR 2021</b>	Approved:   <b>EDDIE V. MONREAL</b> General Manager <b>MAR 15 2021</b>
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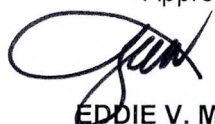
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**1.0 STATEMENT (Additional)**


- 1.1 The MIAA performance management system philosophy x x x x x x x
- 1.2 The 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.
- 1.3 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.
- 1.4 MIAA will ensure that access and control over resources should be made available to both men and women regardless of their gender ideologies and identity.

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#### 4.1 STAGE 1: Performance Planning and Commitment

##### 4.1.5 Target Setting

###### On Target Setting (1<sup>st</sup> Cycle)



1. No discrimination on account of gender, age, sex, civil status, disability, religion, ethnicity, social status, income, political affiliation and other similar factors/circumstances, rational distribution of tasks and targets as well as delineation of responsibilities.

###### On Target Monitoring & Coaching (2<sup>nd</sup> 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 regardless of their gender ideologies and identity.


###### On Performance Rating – Review & Evaluation (3<sup>rd</sup> 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.

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**On Rewarding and Development Planning (4<sup>th</sup> 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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