



October 28, 2020

Office Memorandum Order
 No. 85, s. 2020

Tarlac State University
 Records Management Unit No. 1034
 By cy Date OCT 29 2020
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To: **ALL DEANS, DIRECTOS AND UNIT HEADS**
 Subject: **PERFORMANCE IMPROVEMENT PLANNING (PIP)**

The Performance Improvement Planning (PIP) is a human resource intervention that all Deans and Directors shall immediately facilitate when their faculty members or personnel (plantilla) obtained an unsatisfactory or poor performance rating in a semester.

This document shall form part of the performance evaluation records of all employees pursuant to Section 107, Rule 20 of the 2017 Rules on Administrative Cases in the Civil Service (RACCS). It is reiterated therein that an employee who obtained an unsatisfactory rating for one rating period or exhibited poor performance within the first three months of the rating period shall be provided appropriate developmental intervention by the head of office and immediate supervisor, in coordination with the HRDMO to address performance gaps.

If after advice and provision of developmental intervention, the employee still obtains poor rating for the remaining months of the rating period or unsatisfactory rating in the immediately succeeding rating period, he/she may be dropped from rolls. Dropping from the rolls means separation from the service. Such separation is made summarily, without any case, investigation, or due process. However, the employee concerned should be informed in writing of his unsatisfactory/poor performance for a semester within thirty (30) days from the end of the semester when the first unsatisfactory rating was given. The notice should contain sufficient information to enable the employee to prepare an explanation and a warning that a succeeding unsatisfactory performance shall warrant his separation from the service (NPC vs. Zozobrado, 2006).

Guidelines in Accomplishing the Performance Improvement Plan Form

- 1) **Performance Targets** – These are the key performance indicators (KPIs) expected to be accomplished but were not met by the concerned faculty member or personnel which caused him/her to obtain unsatisfactory or poor performance rating. These are usually quantified in terms of quality, efficiency, and timeliness. Please write the complete KPI/s not met by your staff that caused him/her to obtain an overall unsatisfactory or poor performance in a semester.
- 2) **Issues Affecting Performance** – These pertain to internal and external variables that could have possibly affected the performance of your faculty member or personnel which resulted to unsatisfactory or poor performance rating.

This portion will require the Dean/Director/immediate supervisor and his/her faculty member or personnel to sit together, openly discuss and analyze the factors that could have contributed to their performance in a semester. These intervening variables shall be identified specifically to

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focus on the underlying root cause of unsatisfactory or poor performance. These factors may include but not limited to the following:

Internal (Personal)

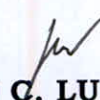
- Technical Competency inadequacy (knowledge and skills, attitude)
- Health concerns
- Mismatched job expectations
- Other personal concerns

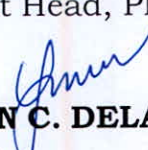
External

- Workload imbalance
- Lack of tools, equipment, and other resources
- Workstation is not conducive


- 3) **Improvement Objectives** – It refers to the action plans to be consequently taken that are aimed to improve performance. Please state your improvement objectives in a specific, measurable, attainable, realistic, and time-bound manner. Note that what gets measured, gets managed.
- 4) **Needed Support or Intervention** – These comprise all possible interventions that the faculty member or personnel could receive in helping them achieve their improvement objectives. These interventions may include but not limited to the following:
 - a. Counseling
 - b. Coaching and mentoring by supervisor
 - c. Formal training/workshop
 - d. Job shadowing (On-the-job training)
 - e. Peer mentoring
 - f. Review of working conditions and assistance to resources, tools, equipment needed
 - g. Recalibration of performance targets
- 5) **Follow-up Date** –The follow-up date could be scheduled after one (1) to three (3) months where outcomes of intervention are assessed, and recommendations are determined.
- 6) **Outcome** – The result of the improvement objectives and intervention made shall be recorded. Supporting documentary evidences may be attached. This will gage consequent plan of actions.
- 7) **Recommendation** – Recommendations for further course of actions can be made if necessary, until performance rating is finally improved by the supervisee.


Please note that the HRDMO will notify your office/unit when PIP will be initiated following the end of each semester. For your guidance.


RENALYN C. LUCERO, RPm
OIC-Unit Head, PMU


MARLON C. DELA CRUZ, RGC, CPHR
Director

Noted:


DR. GLENARD T. MADRIAGA
Vice President, Administration and Finance


DR. ARMEE N. ROSEL
Chair, Performance Management Team

For DMS 

