



PERFORMANCE MANAGEMENT SYSTEM

The performance and development of every employee is managed through the Performance Management System (PMS). This gives each the opportunity to receive balanced feedback regarding his / her performance, and identify his / her strengths and areas for improvement. When done properly, the PMS significantly increases the probability of achieving the organization's goals.

The PMS serves as primary tool in maximizing individual performance and ensuring attainment of objectives, leading to optimum and mutual growth and development for the company and employee.

Purpose of Performance Management System

1. Achieve the organization's objectives in an effective and efficient manner.
2. Develop the employee's competencies and skills

Application of Performance Management System

1. Monitoring Individual Performance and Development
2. Monitoring Achievement of Departmental and Company Goals
3. Documenting employee's progress

The performance Management System is a cycle. It is composed of three (3) phases, which happen within a performance period.

1. **Phase I – Planning**
2. **Phase II- Performing**
3. **Phase III- Reviewing/Rating**



Figure 1 – Courtesy of Development Dimension International (DDI)



Schedule of Performance Management System

Performance Management is conducted according to the following schedules:

For Regular Employees

Phases of PMS	Description	Actual Schedule
Phase 1: Planning	Beginning of a Performance Period. Within the last two weeks of the last month of the quarter	Week 3-4 of December, March, June and September
Phase 2 Performing	End of a Performance Period. Within the first two weeks of the first month of the next quarter.	Week 1-2 of January, April, July and October
Phase 3: Reviewing/Rating	End of a Performance Period. Within the first two weeks of the first month of the next quarter.	Week 1-2 of January, April, July and October

For Probationary Employees - first appraisal is immediately after the first three months of probation. The second is immediately before the completion of the six-month probation

Phases of PMS	Description
Phase 1: Planning	Within the first two weeks from date of start
Phase 2 Performing	From Week 3 of first month to end of third month and from fourth month to end of fifth month.
Phase 3: Reviewing	Within the last week of the third month and last week of the fifth month

Performance appraisals are highly essential and serve as basis for career development and eligibility to various rewards and recognition programs.

Performance Period – the period covered by a Performance Review a. For Regular Employees: 3 Months

b. For newly regularized employees – minimum of 2 month upon regularization.