

Generated from:

[https://www.mpspc.edu.ph/images/POLICIES/ADMIN\\_AND\\_MANAGEMENT/Manuals/SPMS.pdf](https://www.mpspc.edu.ph/images/POLICIES/ADMIN_AND_MANAGEMENT/Manuals/SPMS.pdf)

2.3 The average of all individual performance assessments shall not go higher than the collective performance assessment of the Office.

2.4 The department head shall ensure that the performance assessment of the employees is submitted to the HRMO within the prescribed time.

For purposes of assigning delivery units of faculty with designations, they will belong to the delivery unit where the faculty spends more time in.

2.5 The PMT shall serve as the appeals body and final arbiter on performance concerns. An employee who does not agree with the performance assessment received may file an appeal with the PMT through the HRMO within 10 days from receipt of the final approved IPCR from the department head. The PMT shall decide on the appeals within one month from receipt of such appeal.

Non-submission or unjustifiable delay in the submission of the OPCR/IPCR shall disqualify the sector and the staff for awards and incentives.

#### **D. Performance Rewarding and Development Planning**

In this process, the head of the sector (vice presidents) and supervisors shall discuss with the individual employee to assess the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

Part of the individual employee's evaluation is the competency assessment vis-a-vis the competency requirements of the job. The result of the assessment shall be discussed by the department head and supervisors with the individual employees at the end of each rating period. The discussion shall focus on the strengths, competency-related performance gaps and the opportunities to address these gaps, career paths and alternatives.

The result of the competency assessment shall be treated independently of the performance rating of the employee.

Appropriate developmental interventions shall be made available by the department head and supervisors in coordination with the HRM Office.

A professional development plan to improve or correct performance of employees with Unsatisfactory and Poor performance ratings must be outlined, including timeliness, and monitored to measure progress.

The results of the performance evaluation/ assessment shall serve as inputs to the:

- Department heads in identifying and providing the kinds of interventions needed, based on the developmental needs identified;
- HRM Office in consolidating and coordinating developmental interventions that will form part of the Human Resource Plan and the basis for rewards and incentives;
- PMT in identifying potential PRAISE Awards nominees for various awards categories; and
- PRAISE Committee in identifying top performers of the organization who qualify for rewards and incentives.

Generated from:

[https://www.mpspc.edu.ph/images/POLICIES/ADMIN\\_AND\\_MANAGEMENT/Manuals/Greivance Machinery .pdf](https://www.mpspc.edu.ph/images/POLICIES/ADMIN_AND_MANAGEMENT/Manuals/Greivance_Machinery_.pdf)



Republic of the Philippines  
**Mountain Province State Polytechnic College**  
Bontoc, Mountain Province

### GRIEVANCE MACHINERY

In line with the Revised Polices on the Settlement of Grievance in the Public Sector contained in CSC Resolution No. 010113, dated January 10, 2001 and implemented through CSC Memorandum Circular No. 2, s. 2001, the Mountain Province State Polytechnic College hereby adopts the following rules and polices:

#### I. BASIC POLICIES

1. A grievance shall be resolved expeditiously at all times at the lowest level possible in the College. However, if not settled at the lowest level possible, an aggrieved party shall present his or her grievance step by step following the hierarchy of positions;
2. The College shall establish a Grievance Machinery that provide an opportunity and an avenue to address Grievance between or among government officials and employees;
3. The aggrieved party shall be assured freedom from coercion, discrimination, reprisal and biased action on the grievance.
4. Grievance proceedings shall not be bound by legal rules and technicalities. Even verbal grievance must be acted upon expeditiously. The services of a legal counsel shall not be allowed.
5. A grievance shall be presented verbally or in writing in the first instance by the aggrieved party to his or her immediate supervisor. The latter shall, within three (3) working days from the date of presentation, inform verbally the aggrieved party of the corresponding action.

If the party being complained of is the immediate supervisor, the grievance shall be presented to the next higher supervisor.

6. **Grievance refers to work related issues giving rise to employee dissatisfaction.** The following cases shall be acted upon through the grievance machinery:
  - a. Non-implementation of policies, practices and procedures on economic and financial issues and other terms and conditions of employment fixed by law including salaries, incentives, working hours, leave benefits, and other related terms and conditions;
  - b. Non-implementation of policies, practices and procedures which affect employees from recruitment to promotion, detail, transfer, retirement, termination, lay-offs, and other related issues that affect them;
  - c. Physical working conditions;
  - d. Interpersonal relationships and linkages; and
  - e. All other matters giving rise to employee dissatisfaction and discontentment outside of those cases enumerated in Item No. 5.
7. The following cases shall not be acted upon through the grievance machinery:
  - a. Disciplinary cases which shall be resolved pursuant to the 2017 RRACS
  - b. Sexual harassment cases as provided for in RA 7877; and
  - c. Union-related issues and concerns.
8. Only permanent officials and employees, whenever applicable shall be appointed or elected as members of the grievance committee.

In the appointment or election of the committee members, their integrity, probity, sincerity and credibility shall be considered.

