

**ADMINISTRATIVE ORDER**  
No. 18  
Series of 2018

**SUBJECT: SUPPLEMENTAL GUIDELINES ON ADMINISTRATIVE ORDER NO. 11, S. 2018, OR THE DSWD STRATEGIC PERFORMANCE MANAGEMENT SYSTEM**

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**I. RATIONALE**

On May 10, 2018, the Department of Social Welfare and Development (DSWD) established and submitted to the Civil Service Commission (CSC) the Guidelines on the DSWD Strategic Performance Management System (DSPMS) under Administrative Order No. 11, Series of 2018, (AO No. 11, s. 2018) in compliance with the CSC's Memorandum Circular No. 6, Series of 2012 (CSC MC 6, s. 2012), or the Strategic Performance Management System (SPMS) which mandates the establishment of performance evaluation system in every department or agency.

The Civil Service Commission-National Capital Region (CSC-NCR) reviewed the said AO and found it to be compliant with CSC MC 6, s. 2012. However, CSC-NCR noted that DSWD AO 11 needs to comply with the requirement of the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) specifically on the application of the Equal Opportunity Principle (EOP).

Thus, the issuance of this supplemental guidelines in order to meet the conditions stipulated on the PRIME-HRM as recommended by the CSC.

**II. OBJECTIVE**

This supplemental guidelines aim to ensure the effective and non-discriminatory implementation of the Strategic Performance Management System to all individuals regardless of age, sex, gender identity, sexual orientation, civil status, disabilities, religion, ethnicity, political affiliation, or indigenous group membership.

**III. SUPPLEMENTAL GUIDELINES**

These supplemental guidelines shall form part of Section V of AO 11, Series of 2018, specifically the following:

1. Provision below shall form part of section V as paragraph four (4) of the general provisions, which shall be stated as:

*"The Department of Social Welfare and Development (DSWD) adheres to the existing general policy of no discrimination based on age, sex, gender identity, sexual orientation, civil status, disabilities, religion, ethnicity,*

*political affiliation, or indigenous group membership in the implementation of its performance management system.”*

2. Provision below shall form part of Section V, letter C. Phase 3: Performance Review and Evaluation, Item Number 3: Individual Level, to read as:

*“The Individual Performance Contract and Review (IPCR) template which shall be used is attached as Annex R<sup>1</sup>.”*

#### **IV. EFFECTIVITY**

This supplemental guidelines to Administrative Order No. 11, Series of 2018, shall take effect immediately upon its issuance shall amend or modify pertinent provisions of the said Administrative Order, and such other issuances inconsistent herewith.

Copies of this Order shall be disseminated to all OBS at the Central Office and to all Field Offices.

Issued in Quezon City, this 3<sup>rd</sup> day of September 2018.

  
**VIRGINIA N. OROGO**  
Acting Secretary

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**Certify True Copy:**

  
**MYRNA H. REYES**  
OIC-Division Chief  
Records and Archives Mgt. Division

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<sup>1</sup> Revised IPCR Template based on CSC's letter to DSWD dated 19 June 2018.