



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor
Email Address: vic.palangdan@gmail.com

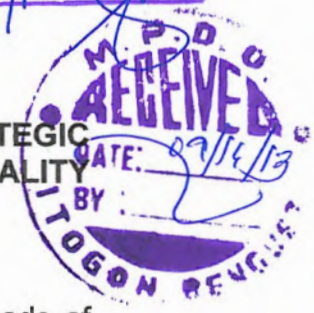
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OFFICE OF THE SANGGUNIANG BAYAN
ITOGON, BENGUET

ADMINISTRATIVE ORDER NO. 25-13-N
Series of 2013

BY: _____
DATE: 09/16/13

AN ADMINISTRATIVE ORDER ESTABLISHING THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) OF THE MUNICIPALITY OF ITOGON



WHEREAS, memorandum Circular No. 6, s 2012 mandates all Heads of all constitutional bodies, Departments, Bureaus and Agencies of the National Government, Local Government Units, Government-owned and/or controlled corporations (GOCCs) with original charters and State Universities and Colleges to establish and implement a Strategic Performance Management System (SPMS) of each agencies;

WHEREAS, this is in support to the Civil Service Program to develop the Performance Management System which shall ensure the personnel performance linkage with the organizational performance and to enhance the performance orientation of the compensation system;

WHEREAS, this system will develop a collaborative mechanism to "Establish and institutionalize a Unified and Integrated Result-Based Performance Management System (RBPMS)" which governs all offices of the LGU and detailed National Line Agencies.

WHEREAS, to ensure effective implementation, monitoring and sustainability of the Strategic Performance Management System (SPMS), there is a need to organize the Performance Management Team (PMT): as a result of the change of Administration due to the May 13, 2013 local election.

NOW THEREFORE, I ATTY. VICTORIO T. PALANGDAN, Municipal Mayor, by virtue of the powers vested in me by law do hereby re-organize the Municipal Performance Management Team to be composed of the following.

CHAIRMAN: ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

MEMBERS: Ms. EUSEBIA T. FIANZA
Administrative Officer IV

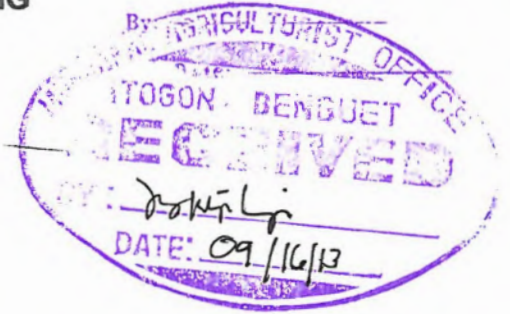
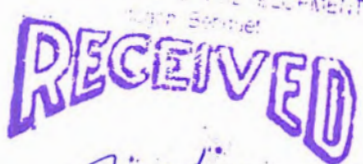
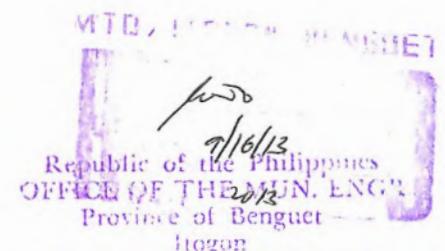
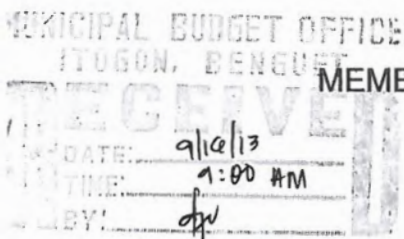
ENGR. IMELDA F. NUGUID
MPDO

Ms. ANGELA C. CARINO
Mun. Treasurer

Ms. VERONICA K. COMISING
Budget Officer

Ms. IRENE F. FERNANDO
IMEA Vice President

MEO [Signature] - 09-16-13



MHO - [Signature] - 9-16-13

KACCA - [Signature] 9/16/13
ARMO [Signature] 9/16/13

FUNCTIONS - The Municipal Performance Management Team shall have the functions, to wit;

FUNCTIONS AND RESPONSIBILITIES OF PERFORMANCE MANAGEMENT TEAM (PMT)

- a) Sets Consultation meetings with all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- b) Ensures that office performance targets and measures, as well as the budget are aligned with those of the offices and the work of distribution of offices/units is rationalized;
- c) Recommends approval of the office performance commitment and rating to the Head of Agency;
- d) Acts as appeals body and final arbiter for performance commitment issues of the agency;
- e) Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
- f) Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberations, and delegation of authority to representatives in case of absence of its members.

PLANNING OFFICE

- a) Monitors submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMY before the start of a performance period.
- b) Consolidates, review, validates and evaluates the initial performance assessment of the Heads of Offices based on the reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating;
- c) Conducts an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance and plans for the succeeding rating period with concerned Heads of Offices; This shall include participation of the Financial Office as regards budget utilization;
- d) Provides each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members:

HUMAN RESOURCE MANAGEMENT OFFICE

- a) Monitors submission of individual Performance Commitment and Review from the Heads of Offices;
 - a. Reviews the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as Recommended by the PMT and approved by the Head of Agency;




- b. Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans;
- c. Coordinates development interventions that will form part of the HR Plan:

HEAD OF OFFICE

- a) Assumes primary responsibility for performance management in his/her Office;
 - b) Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organizations and submits the Office Performance Commitment and Review Form to the Planning Office;
 - c) Reviews and approves individual employee's Performance Commitment and Review form for submission to the HRM Office/Personnel Office before the start of the performance period;
 - d) Submits a semi-annually accomplishment report to the planning office based on the PMS Calendar (Annex D);
 - e) Does initial assessment of office's performance using the approved office performance commitment and review form;
 - f) Determines initial assessment of performance level of the individual employees in his/her office on proof of performance;
 - g) Informs employees of the final rating and identities necessary interventions to employees based on the assessment of development needs.
- Recommends and discuss a developmental plan with the subordinates who obtain Unsatisfactory performance during the rating period not later than the one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding Unsatisfactory performance- Shall warrant their separation from the service.
 - Provides preliminary rating to subordinates showing poor performance not earlier that the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

This Executive Order takes effect immediately.

Issued this 16th day of September 2013 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cf: -all offices
-Sangguniang Bayan Office
-Office of the Provincial Governor
-MLGOO-DILG *for file*
-file