



FILE

EXECUTIVE ORDER No.3,
Series of 2013

**ESTABLISHING AND INSTITUTIONALIZING LOCAL GUIDELINES AND
POLICIES ON THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM
(SPMS) OF THE LOCAL GOVERNMENT UNIT OF ITOGON**

WHEREAS, Executive Order No. 12-13, s. 2012 Creates the Performance Management Team (PMT) to oversee and ensure the personnel performance linkage with the organizational performance and to enhance the performance orientation of the compensation system;

WHEREAS, Executive Order No. 2, s. 2013 amends Executive Order No 12-13, s. 2012 re: composition of the Performance Management Team (PMT) for an effective PMS of the Local Government of Itogon;

WHEREAS, to ensure effective implementation, monitoring and sustainability of the Municipality's Strategic performance Management System (SPMS), there is a need to adopt Internal Rules and Regulations:

NOW, THEREFORE, by virtue of the power and authority vested upon me by law, I, **OSCAR M. CAMANTILES**, Municipal Mayor of LGU-Itogon do hereby establish and institutionalize local guidelines and policies on the Strategic Performance Management System of the Municipal Government of Itogon, to wit:

SECTION 1: Consultation - The Performance Management Team (PMT) shall have Consultation on the first week of June for the purpose of discussing the set targets in the office performance commitment and rating and to ensure that Office performance targets and measures, as well as the budget, are aligned with those of the offices and that work distribution of offices/units is rationalized;

SECTION 2: Approval of Office Performance Commitment and Rating -The Performance Management Team shall recommend approval of the office performance commitment and rating to the Head of Agency on the second week of July and shall act as appeals body and final arbiter for performance commitment issues of the Agency;

SECTION 3: The Performance Management Team shall identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;

SECTION 4: Submission and Monitoring of Office Performance Commitment Review Form-The Municipal Planning and Development Office (MPDO) shall monitor submission of Office Performance Commitment and Review Form (OPCR), and schedule the review/evaluation of Office Commitments by the Performance Management Team (PMT) before the start of a performance period or before January.

The MPD Office shall consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on 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;

SECTION 5: Planning and Review - The MPD Office shall conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices and shall provide each office with the Final Office Assessment to serve as basis of offices in the assessment of individual staff members;

SECTION 6: Monitoring of the Individual Performance Commitment Ratings (IPCR) - The Office of the Human Resource Management shall monitor submission of individual Performance Commitment and Ratings by the Heads of Offices and review the Summary List of Individual Performance Rating to ensure that the average performance rating of employee is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency and shall provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans and shall coordinate developmental interventions that will form part of the HR plan. The HRMO shall submit a semi-annually accomplishment report to the Municipal Planning and Development Office based on the PMS Calendar (Annex D);

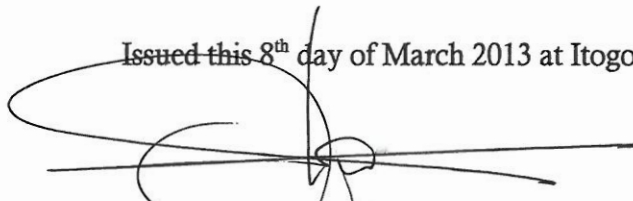
SECTION 7: Responsibility of the Head of Offices - The Head of Office shall assume primary responsibility on the performance management in his/her Office. He/She shall conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review (OPCR) Form to the Planning Office. The Head of Offices shall also review the Individual PCR before submission to the Office of the HRM /Personnel Office on October, before the start of the performance period on January.

The Head of Office shall inform employees of the final rating and identities necessary interventions to employees based on the assessment of developmental 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.

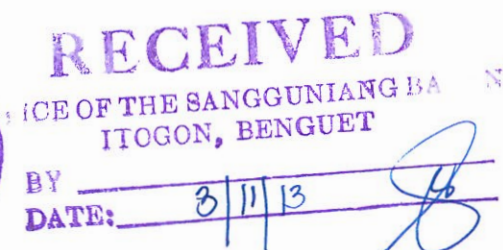
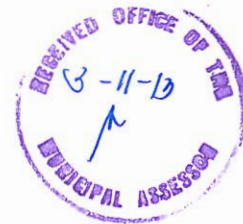
He/She shall provide preliminary rating to subordinates showing POOR performance not later than the first (1st) quarter of the following year. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

This Executive Order takes effect immediately.

Issued this 8th day of March 2013 at Itogon, Benguet.



HON. OSCAR MAINGPES CAMANTILES
Municipal Mayor

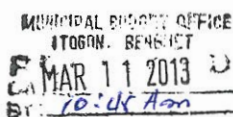


Cf:

- All Offices
- Sangguniang Bayan Office
- file

MEO - [Signature] 3/11/13
LORO - [Signature] 3/11/13
MTO - [Signature] 3/11/13

MSWD/EO 3-11-13



DILG - [Signature] 3/11/2013
MARCO: [Signature] 03/11/2013

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