



**ADMINISTRATIVE ORDER NO. 29**  
Series of 2022

**REORGANIZING THE PERFORMANCE MANAGEMENT TEAM UNDER THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM OF THE MUNICIPAL GOVERNMENT OF ITOGON.**

**WHEREAS**, Section 33, Chapter 5, Book V of the Administrative Code proves that “there shall be established performance evaluation system, which shall be administered in accordance with rules, regulations and standards promulgated by the Commission (CSC) for all officers and employees in the career service. Such performance evaluation system shall be administered in such manner as to continually foster the improvement of individual employee efficiency and organizational effectiveness;”

**WHEREAS**, item no. 17 (c) of the Joint Resolution of Congress states that the Civil Service Commission, in developing the Strategic Performance Management System shall be linked with organizational performance in order to enhance the performance orientation of the compensation system;

**WHEREAS**. The Civil Service Commission promulgated the guidelines in the establishment and implementation of agency SPMS through CSC Resolution No. 1200481, series of 2012 and to implement the same, the Commission, through its Chairman issued CSC Memorandum Circular No. 6, series of 2012 mandating all constitutional bodies, bureaus and agencies of the National Government, Local Government Units, GOCCs and SUCs to establish and implement their respective Strategic Performance Management Systems;

**WHEREAS**, the Municipality of Itogon has established its Strategic Performance Management System by virtue of Administrative Order No. 25-13-N along with the creation of the Performance Management Team;

**WHEREAS**, the just concluded National and Local elections led to the installation a new set of elected municipal officials and has given birth to a new administration with fresh mandate, hence the need to reconstitute or reorganize Local Special Bodies and/or other functional councils or committees in the LGU, among which is the Performance Management Team under the SPMS;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby reconstitute the Performance Management Team of the Local Government of Itogon to implement the Performance Management System as follows:

**Section 1. Composition**: The Performance Management Team shall be composed of the following:

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CHAIRMAN: HON. BERNARD S. WACLIN  
Municipal Mayor

VICE CHAIRMAN: MR. ARNEL F. BAHINGAWAN  
Municipal Administrator

MEMBERS:           -MS. EUSEBIA T. FIANZA  
                          Human Resource Management Officer III  
                          -ENGR. IMELDA F. NUGUID  
                          Municipal Planning and Development Coordinator  
                          -MS. IRENE F. FERNANDO  
                          Acting Municipal Treasurer  
                          -MS. VERONICA K. COMISING  
                          Municipal Budget Officer  
                          -ATTY. FARIDA D. ROMILLO-MATEO  
                          Municipal Accountant  
                          -MR. EDGAR S. JOVEN  
                          IMEA President

**Section 2. Functions of the Performance Management Team.** The functions and responsibilities of the Performance Management Team are as follows:

1. Sets consultation meetings with the heads of offices for the purpose of discussing the targets set in the office commitment and rating form;
2. Ensures that office performance target and measures, as well as the budget are aligned with those of the office and the work distribution of office/units is rationalized;
3. Recommends approval of the performance commitment and rating of the Local Chief Executive;
4. Acts as appeals body and final arbiter for performance commitment issues of the LGU;
5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
6. Adopt its own internal rules of procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

**Section 3. Functions of the Planning Office.** The Municipal Planning and Development Office shall perform the following:

1. Monitors submission of Office Performance Commitment and Review Form and schedule the review/evaluation of office commitments by the PMT;
2. Consolidates, review, validates and evaluates the initial performance assessment of the Heads of Offices based on the reported office accomplishments against 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 Local Chief Executive who shall determine the final office rating;
3. Conducts LGU 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 offices as regards budget utilization;

**Section 4. Functions of the Human Resource Management Office.** The HRMO shall:

1. Monitor the submission of Individual Performance Commitment and Review from the heads of offices. As such, it shall:
  - a. Review the Summary List of individual performance rating of employees to ensure that the average performance rating of employees is equivalent to or not higher than that of the Office Performance Rating as recommended by the PMT and approved by the Local Chief Executive;
  - b. Provides analytical data on retention, skill and/or competency gaps, and talent development plans that align with strategic plans;
  - c. Coordinates development interventions that will form part of the Human Resources Plan.

**Section 5. Functions of the Department Heads or Heads of Offices.** The Department Heads or Heads of Offices be responsible for the following:

1. Assumes primary responsibility for performance management in their respective offices;
2. Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals and objectives of the organization and submit the Office Performance Commitment and Review for to the MPDO;
3. Review and approve individual employee's Office Performance Commitment and Review form for submission to the HRM Office before the start of the performance period;
4. Submit a semi-annually accomplishment report to the MPDO based on the PMS Calendar;
5. Does initial assessment of office's performance using the approved office performance commitment and review form;
6. Determine initial assessment of performance level of the individual employee in their respective offices on proof of performance;
7. Inform employees of the final rating and identify necessary interventions to employees based on the assessment of development needs.
  - Recommend and discuss a developmental plan with the subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice or advice to subordinates that a succeeding unsatisfactory performance rating shall warrant their separation from service.
  - Provides preliminary rating to subordinates showing poor performance not earlier than the third (3<sup>rd</sup>) 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.

**Section 6. Function of the Individual Employees.** The individual employees shall act as partners of management and their co-employees in meeting organizational performance goals.

**Section 7. Secretariat.** The Municipal Planning and Development Office shall act as the secretariat of the Performance Management Team.

**Section 8. Repealing Clause.** Administrative Order No. 26, series of 2022 is hereby repealed. All Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

**Section 9. Separability Clause.** If for any reason this Order or parts hereof is declared invalid or unconstitutional by court or other offices of competent authorities, other parts not affected by such declaration shall remain valid and effective.

**Section 10. Effectivity.** This Order shall take effect immediately.

**DONE** this 4<sup>th</sup> day of August, 2022 at Itogon, Benguet.

  
**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

- CSC Regional Office
- CSC Field Office
- All concerned
- SBO
- DILG MLGOO
- All Heads of Offices
- IMEA through its President
- file