



**ADMINISTRATIVE ORDER NO. 03**  
Series of 2024

**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 installation a new set of elected municipal officials by reason of the 2022 National and Local Elections necessitated the reorganization of the Performance Management Team in accordance with the aforementioned “Guidelines” promulgated by the Civil Service Commission, hence the issuance of Administrative Order No. 29, series of 2022 for the purpose;

**WHEREAS**, consistent with the “Guidelines”, the designation of the regular members of the Local Finance Committee such as the Municipal Treasurer, The Municipal Budget Officer and the Municipal Accountant as members of the SPMS Performance Management Team is deemed appropriate due to their direct involvement in the financial management of the municipality;

**WHEREAS**, a reorganization of the Performance Management Team is once again necessitated by the appointment of Ms. Irene F. Fernando as Municipal Treasurer from Acting Municipal Treasurer and the designation of an Officer-in-Charge of the Municipal Budget Office due to the retirement of the Municipal Budget Officer, Ms. Veronica K. Comising

**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

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2. basis of PMT's recommendation 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 to the MPDO;
3. Review and approve individual employee's 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.

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CIVIL SERVICE REGIONAL OFFICE  
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By: *hich*

Name, Signature & Position

- 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.** Section 1 of Administrative Order No. 29, series of 2022 is hereby amended. 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 2<sup>nd</sup> day of February, 2024 at Itogon, Benguet.

*[Signature]*  
**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

- CSC Regional Office *2/8/2024 hich*
- CSC Field Office
- All concerned
- SBO
- DILG MLGOO *02/08/2024 jef*
- All Heads of Offices
- IMEA through its President
- file

*[Signature]*  
ATTY. ALLYSON M. LOCANO  
Director II  
CSCP/BENGUET  
2024 -02- 08