



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BONGABONG
OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER
(No. 11 Series of 2021)

INSTITUTIONALIZING THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) AND ORGANIZING THE PERFORMANCE MANAGEMENT TEAM (PMT) OF THE MUNICIPALITY OF BONGABONG, PROVINCE OF ORIENTAL MINDORO

WHEREAS, section 444 of RA 7160 otherwise known as the Local Government Code of 1991 states that the municipal mayor shall ensure that all executive officials and employees of the municipality faithfully discharge their duties and functions as provided by law and this code.

WHEREAS, the Administrative Code of 1987 mandates the establishment of a performance evaluation system for all officers and employees in the career service to continually foster the improvement of individual employee efficiency and organizational effectiveness.

WHEREAS, in pursuit of that purpose and consistent with the CSC's Roadmap for Development/ reforms for 2010-2015, the Commission found it necessary to review and enhance the Performance Management System-Office Evaluation System (PMS-OPES) to deal with the pressing gaps and weaknesses.

WHEREAS, in 2011, the CSC adopted the Strategic Performance Management System (SPMS) as a core management tool that will not only provide a scientific and verifiable basis in assessing CSC's organizational performance and the collective performance of individuals but given emphasis as well to strategic alignment of CSC's thrust with the day-to-day operations of the CSC units.

NOW, THEREFORE, I, ELEGIO A. MALALUAN, O.D., Municipal Mayor of Bongabong, Oriental Mindoro by virtue of the powers vested in me by law, do hereby organize the PERFORMANCE MANAGEMENT TEAM (PMT) of the Local Government of Bongabong, Province of Oriental Mindoro.

Section 1. COMPOSITION. The Performance Management Team (PMT) shall be composed of the following:

SPMS Champion: : HON. ELEGIO A. MALALUAN
Municipal Mayor

Chairperson : GREGORIO S. REYES
Municipal Planning and Devt. Coordinator



Members

- : ELIZABETH A. VILLANUEVA
Municipal Budget Officer
- : RENEL M. MALACAPO
Municipal Civil Registrar
- : AREANE JAZZEL G. BENJAMIN
Acting HRMO
- : ROGER M. MANGUA
1st Level Representative
- : DARRYL ANN Y. ALCANO
2nd Level Representative

Municipal Budget Office
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BY: *[Signature]* 3/15/21
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Section 2. DUTIES AND FUNCTIONS.

1. The Performance Management Team shall:

- A. set consultation meeting of all Heads of Office to discuss the Office Performance Commitment and Rating;
- B. Ensure that Office performance targets, measure and budget are aligned with those of the Agency;
- C. Recommend approval of the Office Performance Commitment and Rating;
- D. Act as Appeals body and final arbiter;
- E. Identify potential top performers for awards;
- F. Adopt its own internal rules, procedures and strategies in carrying out responsibilities.

2. The Champion shall:

- A. Be responsible and accountable for the establishment and implementation of Strategic Performance Management System (SPMS);
- B. Set agency performance goals/objectives and performance measure;
- C. Determine agency target setting period;
- D. Approve office performance commitment and rating;
- E. Assess performance of Offices.

3. The Planning Office shall:

- A. Monitor submission of Office Performance Commitment and Rating Form and schedule the review/evaluation by the PMT;
- B. Consolidate, review, validate and evaluate the initial performance assessment based on accomplishments reported against success indicators and budget against actual expenses;
- C. Conduct an agency performance planning and review conference annually;
- D. Provide each Office with the final Office Assessment as basis of offices in the assessment of individual employees.

4. HRM Office shall:

- A. Monitor submission of Individual Performance Commitment and Rating Form;
- B. Review the Summary List of Individual Performance Rating;
- C. Provide analytical data on retention, skill/competency gaps and talent development plan;
- D. Coordinate development interventions that will form part of the HR Plan.

5. Head of Office shall:

- A. Assume primary responsibility for performance management in his/her office;
- B. Conduct strategic planning session with supervision and staff;
- C. Review and approve Individual Performance Commitment and Rating form;

- D. Submit quarterly accomplishment report;
- E. Do initial assessment of office's performance;
- F. Determine final assessment of individual employees' performance level;
- G. Inform employees of the final rating and identifies necessary interventions to employees;
- H. Provide written notice to subordinates who obtain Unsatisfactory or Poor rating.

6. The Division Chief shall;

- A. Assume joint responsibility with the Head of Office in attaining performance targets;
- B. Rationalize distribution of targets/tasks;
- C. Monitor closely the status of performance subordinates;
- D. Assess individual employee's performance;
- E. Recommend developmental intervention.

7. The Employees shall;

Act as partners of management and co-employees in meeting organizational performance goals.

Section 3. FUNDING. The amount of One Hundred Thousand Pesos (Php 100,000.00) shall be appropriated annually for the capability building and related activity of this team.

Section 4. REPEALING CAUSE

All rules and regulations, executive orders, office orders, memoranda, or any part thereof, previously promulgated in conflict with or contrary to these Executive Order or any portion hereof, are hereby repealed or modified accordingly.

Section 5. SEPARABILITY CLAUSE

If any portion or provision of this Executive Order is declared unconstitutional or invalid, the other portions or provisions hereof, which are not affected thereby shall continue in full force and effect.

Section 6. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately upon its approval.

DONE in the Municipality of Bongabong, Oriental Mindoro this 12th of March, 2021.


Hon. ELEGIO A. MALALUAN, O.D.
Municipal Mayor