



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



Executive Order No. 2013-033

CREATING THE PERFORMANCE MANAGEMENT TEAM (PMT) IN THE ESTABLISHMENT AND IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEMS (SPMS) IN THE CITY GOVERNMENT OF NAGA:

WHEREAS, the Civil Service Commission (CSC), as the central human resource management agency of the Philippine bureaucracy, is constitutionally mandated to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service;

WHEREAS, the CSC is likewise tasked to institutionalize a management climate conducive to public accountability;

WHEREAS, among the mandatory human resource systems under the Revised Administrative Code of 1987 is the Performance Evaluation System which shall be administered in accordance with the rules, regulations and standards promulgated by the CSC;

WHEREAS, such system shall be administered to continually foster the improvement of individual employee efficiency and organizational effectiveness;

WHEREAS, the CSC has implemented several performance evaluation/appraisal systems which focused only on individual appraisals which are pre-requisites for promotion and other personnel actions including separation and performance-based incentives;

WHEREAS, the link between appraisals, personnel action, incentives and the lack of a parallel system to enable validation/comparison between organizational effectiveness and employee performance resulted to low system integrity due to its unreliability and subjectivity;

WHEREAS, to address the gaps and weaknesses found in previous performance evaluation systems, the CSC pilot-tested the SPMS which gives emphasis to the strategic alignment of the CSC's thrusts with the day-to-day operations of local government units (LGUs);

WHEREAS, the SPMS focuses on measures of performance results that are reviewable over the period of the implementation of the CSC road map vis-à-vis targeted milestones and provides a scientific and verifiable basis in assessing organizational performance and the collective performance of individuals within the organization;

WHEREAS, the SPMS will strengthen the culture of performance and accountability of LGUs;

WHEREAS, a Performance Management Team (PMT) shall be established in every agency to carry out the functions set forth under CSC MC Bo. 6, s. 2012 relative to SPMS implementation;

NOW, THEREFORE, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order:

Section 1. Creation of the Performance Management Team (PMT). The PMT is hereby created and shall be composed of the following:

Chairperson: Florencio T. Mongoso, Jr., Acting City Administrator

Members:

Huberto I. Ursua, Acting City CHRMO
Wilfredo B. Prilles, Jr., City Planning and Development Coordinator
Francisco M. Mendoza, City Budget Office
Prudencio V. Rodriguez III – NACILGUEA President

Secretariat: City Planning and Development Office

Section 2. Functions and responsibilities of PMT. The PMT shall have the following functions and responsibilities:

1. Set consultation meeting of Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form (OPCR);
2. Ensure that office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of offices/units are rationalized;
3. Recommend approval of the OPCR to the City Mayor;
4. Act as appeals body and final arbiter for performance management issues;
5. Identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
6. Adopt own internal rules, 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. The City Planning and Development Office (CPDO), as the PMT secretariat shall carry out the following functions:

1. Monitor submission of OPCR form and schedule the review/evaluation of office commitments by the PMT before the start of a performance period;


2. 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;
3. 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. This shall include participation of the Financial Office as regards budget utilization; and
4. Provide each office with the final office assessment to serve as basis of offices in the assessment of individual staff members.

Section 4. The City Human Resource Management Office (CHRMO) shall have the following functions:


1. Monitor submission of Individual Performance Commitment and Review Form (IPCR) by heads of offices;
2. Review 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 City Mayor;
3. Provide analytical data on retention, skill/competency gaps and talent development plans that align with strategic plans; and
4. Coordinate developmental interventions that will form part of the HR plan.

Section 5. This Executive Order shall take effect immediately.

Issued this 6th day of December, 2013 at Naga City, Philippines.


JOHN G. BONGAT
City Mayor

Attested by:


FLORENCIO T. MONGOSO, JR., CSEE
Department Head II and Acting City Administrator