



Republic of the Philippines
Office of the City Mayor
City of Naga, 4400



SECTION 2. FUNCTIONS AND RESPONSIBILITIES. The following are the respective functions and responsibilities of the Performance Management Team and of its Secretariat:

I. The Performance Management Team (PMT)

- a. Set consultation meeting with Department Heads for the purpose of discussing the targets set in the office performance commitment and rating form;
- b. Ensure that Office performance targets and measures, as well as the budget, are aligned with those of City Government of Naga and the work distribution of offices/units is rationalized;
- c. Recommend approval of the office performance commitment and rating to the City Mayor;
- d. Act as appellate body and final arbiter for performance management issues of the agency;
- e. Identify potential top performers and provide inputs to the Rewards and Recognition Committee for grant of awards and incentives;
- f. Conduct benchmarking activity with other agencies on performance management best practices;
- g. Provide structured and rational basis for decisions on rewards, promotions, retention and ensure adherence to *Equal Opportunity Principle (EOP)*;
- h. Adopt its own internal rules, procedures and strategies in carrying out the abovementioned responsibilities, including schedule of meetings and deliberations, and delegation of authority to representatives in case of its members.

II. The PMT Secretariat

- a. Monitor submission of *Office Performance Commitment and Review (OPCR)*, *Division Performance Commitment and Review (DPCR)* and *Monitoring Report (MR)* and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.
- b. Consolidate, review, validate and evaluate the initial performance assessment of the Department Heads 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 City Mayor who shall determine the final Office rating.

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- c. Conduct an agency performance planning and review conference semi-annually for the purpose of discussing the office/department/division assessment for the preceding performance period, and plan for the succeeding rating period with concerned Department Heads. This shall include participation of the Finance Manager with regard to budget utilization.
- d. Provide each office/department/division with the final Office Assessment to serve as basis of office/department/division in the assessment of individual staff members.

SECTION 3. MEETINGS. The PMT shall meet regularly once every quarter and as often as maybe necessary. It may call upon any department, office or personnel for assistance.

SECTION 4. CITY HUMAN RESOURCE MANAGEMENT OFFICE. For the implementation of the Enhanced Strategic Performance Management System (eSPMS), the City Human Resource Management Office is mandated to:

- a. Monitor submission of *Individual Performance Commitment and Review (IPCR)* and *Monitoring Report* by Department Heads/Chiefs of Offices.
- b. 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 duly-approved by the City Mayor;
- c. Provide analytical data on retention, skill/competency gaps, and talent development plans which should align with strategic plans;
- d. Coordinate developmental interventions that will form part of the HR Plan;

SECTION 5. RESPONSIBILITIES OF DEPARTMENT HEADS/CHIEFS-OF-OFFICE, DIVISION HEADS AND INDIVIDUAL EMPLOYEES OF THE CITY GOVERNMENT OF NAGA. Given that full realization of the goals and objectives of Enhanced Strategic Performance Management System (eSPMS) requires the full cooperation of all employees of the City Government of Naga, the Department Heads/Chiefs-of-Office and individual personnel of the city are hereby enjoined as follows:

I. Department Head/Chief Of Office

- a. Assume primary responsibility for performance management in his/her department;
- b. Conduct strategic planning session with Division Heads/Supervisors and staff and agree on the outputs that should

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