



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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- be accomplished based on the goals/objectives of the organization and submit the OPCR to the CPDO;
- c. Review and approve DPCR for submission to the CPDO before the start of the performance period;
 - d. Review and approve employee's IPCR for submission to the CHRMO before the start of the performance period;
 - e. Conduct initial assessment of his/her office's performance using the approved OPCR and MR;
 - f. Submit quarterly the OPCR, DPCR and MR to the CPDO;
 - g. Determine the final assessment of performance level of individual employees in his/her office based on proof of performance;
 - h. Inform employees of their final rating and identify necessary interventions based on the assessment of developmental needs;
 - i. Recommend and discuss the *Individual Development Plan (IDP)* with subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the period and prepare written notice/advice to subordinates that a succeeding unsatisfactory performance shall warrant their separation from the service; and,
 - j. Provide preliminary rating to subordinates showing Poor performance not earlier than the third (3rd) month of the rating period. An Individual Development Plan shall be discussed with the concerned subordinate and a written notice shall be issued indicating that failure to improve their performance shall warrant their separation from the service.

II. Division Head

- a. Assume joint responsibility with the Department Head in ensuring attainment of performance objectives and targets;
- b. Rationalize objectives of targets/tasks;
- c. Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Department/Unit and individual employee;
- d. Assess individual employees' performance; and,
- e. Recommend developmental intervention.

III. Individual Employee

- a. Act as partner of management and co-employees in meeting organizational performance goals; and,
- b. Keep track and accomplish necessary reports in monitoring individual work progress through submission of monthly accomplishment report to department/division head with complete proof and documentation.

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SECTION 6. EQUAL OPPORTUNITY PRINCIPLE (EOP). The Equal Opportunity Principle provides that all officials and employees, regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work-related injury, religious belief or activity, ethnicity, political belief, affiliation or activity, shall be given equal opportunity during performance review and evaluation and performance rewarding and development planning. This shall serve as a guiding principle in the implementation of the eSPMS.

SECTION 7. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 17th day of September, Two Thousand Nineteen in the City of Naga, Philippines.

Attested by:

FRANCISCO M. MENDOZA
Acting City Administrator

NELSON S. LEGACION
City Mayor