



EXECUTIVE ORDER NO. 13
Series of 2024

AN ORDER AMENDING THE COMPOSITION OF THE PERFORMANCE MANAGEMENT TEAM (PMT), ITS TECHNICAL WORKING GROUP, SECRETARIAT AND DEPARTMENT FOCAL PERSONS FOR THE IMPLEMENTATION OF STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) IN THE CITY GOVERNMENT OF PANABO

WHEREAS, Section 33, Chapter 5, Book V of Executive Order No. 292, provides that *“there shall be established a performance evaluation system, which shall be administered in accordance with rules, regulations and standards promulgated by the Commission 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, the Civil Service Commission promulgated the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS) in Memorandum Circular No. 6, S. 2012 and Resolution No. 12000481, dated March 16, 2012;

WHEREAS, item V(b) of the guidelines, specified the composition of the Performance Management Team (PMT), the agency body that will oversee the SPMS implementation;

WHEREAS, Section 445 (b)(2)(iii) of the Local Government Code of 1991 grants the City Mayor the power to issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances relative to the governance of the city in the exercise of the appropriate corporate powers;

WHEREAS, in view of personnel movements, there is a need to amend the composition of the PMT, its TWG, Secretariat and Department Focal Persons for the implementation of Strategic Performance Management System;

NOW, THEREFORE, I, JOSE E. RELAMPAGOS, by virtue of the powers vested in me by laws, do hereby amend the composition of the PMT, its TWG, Secretariat and Department Focal Persons for the implementation of Strategic Performance Management System and order the following:

SECTION 1. COMPOSITION. The Performance Management Team, its TWG, Secretariat and Department Focal Persons shall be composed by the following:

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| Chairperson | : | PEDRITO A. MISOLES City Administrator |
| Members | : | ENGR. FELIX JONASES SENAJON CGDH I, Acting CPDO |
| | | JAN MARI G. CAFE CGDH I, CHRMO |
| | | JOVEN M. SEPE CGDH I, CBO |



MYLENE M. HERMOSORA
CGDH I, CAO

ATTY. CHERVIN C. PACULANANG
CGDH I, CLO

EDWARD A. ALILIN
AO V / PCHGEA President

Technical Working Group:

ENGR. LOVENA A. ADLAWAN, EnP
CGADH I, CPDO

JOANNA CHERYLL S. SILAGAN, CPA
AO V, CADO

JULIE C. APDUA
AO IV, CBO

MONETTE D. NIEZ
Planning Officer I, CPDO

RHEA ROSE S. ARCENO
Admin. Asst. II, CHRMO

GERMAN Y. SOLATORIO III
AO IV, SP

KEIR JAY S. BALINGAN
Labor and Employment Officer I, CADO

LANIE A. GERODIAS
Aquacultural Technician II, CAGRO

VIC MARTIN C. CATAYONG
AA VI, CAO

EAJEAN JOY PRINCESS N. CEPADA
AO IV, CMO

Secretariat:

MEL-JUN D. BADAL
AO V, CHRMO

JOHNY REY T. TAMBALANGON
AA II, CHRMO

ALELAIN R. SOLDIA
AA I, CADO

JURELYN C. RAZ
AA, CADO

Department Focal Persons:

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| CMO | EAJEAN JOY PRINCESS N. CEPADA |
| SPO | GERMAN Y. SOLATORIO III |
| CADO | JENEFER D. DELLOMES |

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|--------|----------------------------|
| CHRMO | RHEA ROSE S. ARCENO |
| CPDO | ENGR. LOVENA A. ADLAWAN |
| CCRO | JOSEPH JAY O. BINASBAS |
| CGSO | CHARLIN B. CASIL |
| CBO | JULIE C. APDUA |
| CAO | VIC MARTIN C. CATAYONG |
| CTO | ALLAN A. NACARIO |
| CASSO | LOREN V. RESCALAR |
| CLO | HANNAH T. GADIA |
| CSWDO | RHEA MAE A. PARCIA |
| CHO | MARY ANN L. TUMAMPIL |
| CAGRO | HAROLD JAMES D. MORAN |
| CENRO | GERALDINE P. CABANG |
| CEO | ENGR. YZA VERA P. PERSIGAS |
| CEEMDO | JUNEL T. MIRONTOS |

SECTION 3. FUNCTIONS. The PMT, TWG, Secretariat and Department Focal Persons shall perform the following duties and functions:

The **PMT** shall:

1. Set consultation meeting of all Department Heads for the purpose of discussing the targets set in the office performance commitment and rating form;
2. Ensure that the Office performance targets and measures, as well as the budget, are aligned with those of the agency and that work distribution of offices is rationalized;
3. Recommend approval of the office performance commitment and rating to the Head of Agency;
4. Act as appeals body and final arbiter for performance management issues of the agency;
5. Identify potential top performers and provide inputs to the PRAISE Committee for the grant of awards and incentives; and
6. Adopt its own internal rules, procedures, and strategies in carrying out the above responsibilities, including the schedule of meetings and deliberations and delegation of authority to representatives in case of the absence of its members.

The **TWG** shall perform the following functions:

1. Prepare the guidelines for the calibration of office targets and performance indicators;
2. Provide reports on the review and calibration of targets and performance of the different offices;
3. Update and revise the Panabo City score cards indicators; and
4. Provide technical assistance to the PMT functions and during the conduct of meetings.

The **Secretariat** shall:

1. Attend all meetings as scheduled by the PMT and take the minutes of all the proceedings;
2. Take custody of all documents submitted to the PMT; and
3. Perform such other functions as may be required by the PMT.

The **Focal Persons** shall:

1. Assist the Department Head in the preparation of the SPMS Form (OPCR);
2. Evaluate and review the preparation of the SPMS Forms (IPCR/MPOR) of the employees in the office;
3. Assist the employees in the office in the identification of their major final outputs and setting of targets;
4. Coordinate with the PMT all performance-related concerns of the employees and office;
5. Ensure that all SPMS forms are prepared and submitted in accordance with the SPMS calendar;
6. Ensure that the IPCR forms are reviewed; and
7. Perform such other functions that the PMT may require to improve the implementation of SPMS in the City Government of Panabo.

SECTION 4. MEETINGS AND QUORUM. The PMT shall have its own schedule of meetings as determined by its internal rules and/or upon the date of which it is required or directed by the Chairperson.

The presence of at least a majority of its members and/or the authorized representatives shall constitute a quorum and the affirmative vote of the majority of its members and/or the authorized representatives present in a meeting shall be necessary for the PMT to exercise its powers and functions.

SECTION 5. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations of the PMT shall be charged against available funds and resources of the City, all subject to the usual government accounting and auditing rules and regulations.

SECTION 6. REPEALING CLAUSE. All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

SECTION 7. EFFECTIVITY. This order shall take effect immediately upon signing hereof.

Done this 5th day of February, 2024 at City Hall, JP Laurel, Panabo City, Davao del Norte.


JOSE E. RELAMPAGOS
City Mayor