



EXECUTIVE ORDER NO. 3
Series of 2023

**AN ORDER PROVIDING FOR THE RECONSTITUTION OF THE PERFORMANCE
MANAGEMENT TEAM (PMT) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL
MINDORO**

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC) as the central personnel agency of the Government to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and courtesy in the civil service. It shall strengthen the merit and rewards system, integrate all human resources development programs for all levels and ranks, and institutionalize a management climate conducive to accountability;

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;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular (MC) No. 6, s. 2012 entitled, "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)" launched SPMS to assess using a verifiable basis the collective performance of individuals in an organization;

WHEREAS, Office Order dated July 01, 2019 was issued by the Provincial Governor reconstituting the Performance Management Team (PMT);

NOW THEREFORE, I, EDUARDO B. GADIANO, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the **RECONSTITUTION OF THE PERFORMANCE MANAGEMENT TEAM (PMT) OF THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO**

SECTION 1. COMPOSITION. The SPMS shall be composed of the following:

A. SPMS CHAMPION - **Hon. EDUARDO B. GADIANO**
Governor

B. PERFORMANCE MANAGEMENT TEAM (PMT)

CHAIRMAN - **Ms. MURIEL M. REGUINDING**
Provincial Administrator

MEMBERS - **Engr. ANTHONY A. DANTIS**
Provincial Planning and Development Coordinator

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Ms. MARIFE T. TAÑALA
Acting PGDH, HRMO

Mr. MANUEL T. TRIA, Jr.
Provincial Budget Officer

Ms. CLETA B. MULINGBAYAN
Acting Provincial Treasurer

Ms. HAZEL JOY P. TABUGA
2nd Level Employees Representative

Mr. KENNETH P. BARONGGO
2nd Level Employees Representative (Alternate)

Mr. ANGELO P. TAYO
1ST Level Employees Representative

Ms. GRACE ANN D. TANEDO
1ST Level Employees Representative (Alternate)

SECRETARIAT - HUMAN RESOURCE MANAGEMENT OFFICE

SECTION 2. DUTIES AND FUNCTIONS.

PLAYER	ROLES AND RESPONSIBILITIES
Provincial Governor (Head of Agency)	<ul style="list-style-type: none">● Champion the SPMS;● Establish and implement the SPMS;● Set the agency performance goals/objectives and performance measures;● Determine agency target setting period;● Assess the performance of Offices; and● Approve Office Performance Commitment and Review (OPCR).
Performance Management Team (PMT)	<ul style="list-style-type: none">● Recommend approval of the OPCR of Departments to the Governor;● Adopt its own internal rules, procedures and strategies in carrying out responsibilities;● Review OPCR of Department for approval of the Head of Agency;● Review OPCR of Division for the approval of the PMT Head;

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	<ul style="list-style-type: none">● Ensure that Office performance measures and budget are aligned with those of the province and that work distribution of Offices is rationalized;● Consolidate, review, validate, and evaluate the initial performance assessment of the Department Heads based on reported Office accomplishments against success indicators, and the allotted budget against expenses. The result of assessment shall be the basis of recommendation to the Head of Agency; and● Set consultation meetings of all Department Heads to discuss the OPCR.
<p>Composition:</p> <ul style="list-style-type: none">● The Provincial Administrator<ul style="list-style-type: none">▪ Act as Head of Appeals Body or Final Arbiter for performance management issues.● The Provincial Planning and Development Coordinator<ul style="list-style-type: none">▪ Ensure that programs, projects and activities are in line with the vision and mission, and with the investment priorities of the province; and▪ Monitor submission of OPCR and DPCR.● The Provincial Budget Officer<ul style="list-style-type: none">▪ Ensure that funded programs, projects, and activities of all departments are translated as performance targets.● The Provincial Treasurer<ul style="list-style-type: none">▪ Ensure that the financial resources of the departments are made available and released on time.● The Human Resource Management Officer<ul style="list-style-type: none">▪ Monitor the submission of Individual Performance Commitment and Review (IPCR) Form;▪ Review the summary list of Individual Performance Rating to ensure that the average rating of employees is equivalent to or not higher than the Office Performance Rating;▪ Consolidate Professional Development Plan and coordinate developmental interventions that will form part of the HR Plan; and▪ Act as secretariat of the PMT and coordinate with the Planning Office for the schedule of the panel review/evaluation of the OPCR by the PMT.	

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● **Department Heads**

- Assume primary responsibility for performance management in his/her Office;
- Conduct strategic planning session with Division Chiefs and staff and agree on the outputs that should be accomplished based on the goals of the Agency;
- Prepare OPCR, Review and recommend approval of DPCR, and Review and approve IPCR of staff under him/her;
- Submit OPCR and DPCR and quarterly accomplishment report to Planning Office and IPCR with consolidated rating and professional development plan to HRMO;
- Conduct an initial assessment of the office's performance;
- Determine final assessment of individual employees' performance level and inform them of their final rating;
- Identify necessary development interventions to employees; and
- Provide written notice to subordinates who obtain Unsatisfactory and Poor Rating.

● **Assistant Department Heads**

- Assume joint responsibility with the Department Head (DH) in achieving performance objectives and targets;
- Collaborate with the Department Head in crafting the Department's OPCR;
- Assist the Department Head in checking and reviewing the downward vertical alignment of performance targets (OPCR/DPCR/IPCR) and upward vertical alignment of accomplishments;
- Conduct initial assessment of the performance of Department;
- Monitor performance of the subordinates and provide support and assistance through conduct of coaching and mentoring among Division, Section, and Unit Heads; and
- Assist the Department Head in reviewing the OPCR and DPCRs for approval of the PMT.

● **Division Chief**

- Assume joint responsibility with the Head of Office in attaining performance objectives and targets;
- Monitor and manage the performance of their subordinates and provide support and assistance for the attainment of targets set through regular conduct of coaching and mentoring;
- Rationalize distribution of targets and tasks;
- Assess individual employee's performance;
- Review and recommend approval of the Individual Performance Commitment and Review (IPCR) by the Department Head; and
- Recommend professional development intervention for his/her staff.

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● **Administrative Officer-in-Charge of Administrative Matter**

- Assist the Department Head in conducting target-setting activities in the Department;
- Assist the Assistant Department Head and Division Heads in checking and reviewing the downward vertical alignment of performance targets (OPCR/DPCR/IPCR) and upward vertical alignment of accomplishments;
- Take charge of the submission of the OPCR, DPCR, and IPCR targets and accomplishments based on the SPMS Calendar;
- Take charge of safekeeping of reviewed OPCR, DPCR, and IPCR, Monitoring and Coaching Forms, and Individual Development Plans;
- Assist the Department Head in spearheading the conduct of mid-year and year-end performance review and evaluation in the Department;
- Assist the Division Heads in reviewing the reflected accomplishments of the employees in the IPCR; and
- Ensure submission of the IPCRs, Summary of Ratings by Division, Consolidated Professional Development Plans, and Individual Development Plans by Division.

● **Individual Employees**


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

SECTION 3. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

SECTION 4. REPEALING CLAUSE. All Executive Orders, Rules and Regulations issued by this province which are inconsistent with any of the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE this 17th day of January 2023 at the Provincial Capitol, Mamburao, Occidental Mindoro, Philippines.


EDUARDO B. GADIANO
Governor

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