



MINDANAO DEVELOPMENT AUTHORITY



BRIEFER FORM	Document Classification: <input type="checkbox"/> Confidential <input checked="" type="checkbox"/> High Priority <input type="checkbox"/> Moderate Priority <input type="checkbox"/> Low Priority
	Subject: - Updated Contact Details of PBB Focal Persons for Submission to AO 25 Secretariat

<small>For Records Officer only</small>
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For: Sec. Maria Belen S. Acosta Chairperson, MinDA	From: Cecilia D. Triño CAO, Admin. Division	Date: 18 Feb 2022
Thru: USec. Janet M. Lopez, CESO I Executive Director, MinDA	Thru: Dir. Charlita A. Escano, PhD. Director IV, OFAS	

BACKGROUND:

What : **Updated Contact Details of PBB Focal Persons for Submission to AO 25 Secretariat**

Memorandum Circular No. 2021-1 dated 03 June 2021 from the Inter Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems, Section 10 – Communication and Change Management states that, "10.1 Head of Agencies with the support of their PMTs should enhance the implementation of their internal communications strategy on the PBB and fulfill the following: a. Engage their respective employees in understanding the PBB, the performance targets of their respective agencies, as well as the services and outputs that they will need to deliver to meet these targets. b. Disseminate the performance targets and accomplishments of their agencies to their employees through the intranet and other means, as well as publish these on their respective websites for the public's information. c. Set up a Help Desk to respond to queries and comments on the targets and accomplishments of their agencies. The Help Desk may be a facility that is embedded in the respective websites of agencies. d. Set up a Complaints Mechanism to respond to the PBB-related issues and concerns raised by officials and employees of their respective agencies. Such may be incorporated in the functions of their Grievance Committee. 10.2 The Head of Agency shall designate a senior official who shall serve as a PBB focal person. The offices responsible for the performance management may be tasked to provide secretariat support to the PMT and to recommend strategies to instill a culture of performance within the agency. The name, position, and contact details (e-mail, landline, facsimile, cellular phone) of PBB focal persons should be submitted to the AO 25 Secretariat."

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ACTIONS REQUESTED:

1. The Chairperson's approval and signature on updated contact details of PBB Focal Persons for submission to AO 25 Secretariat.

CHAIRPERSON'S NOTES:

☐ APPROVED ☐ DISAPPROVED

SEC. MARIA BELEN SUNGA ACOSTA
Chairperson

Mindanao Development Authority



MINDA-202201062

DIRECTORY / CONTACT DETAILS FOR FY 2021 PBB

AGENCY: MINDANAO DEVELOPMENT AUTHORITY (MindA)
ADDRESS: GOCC III, THE RITZ HOTEL AT GARDEN OASES, PORRAS STREET, OBRERO, DAVAO CITY (TEMPORARY)

DESIGNATION	NAME	OFFICE	POSITION	CONTACT DETAILS
Head of Agency	MARIA BELEN SUNGA ACOSTA	Office of the Chairperson	Chairperson/Secretary	Email address: mabel.acosta@minda.gov.ph Office number: n/a
Executive Assistant of Head of Agency	REY IAN S. ACOSTA	Office of the Chairperson	Executive Assistant VI	Email address: reylan.acosta@minda.gov.ph Office number: n/a Cellphone Number: +639778459437
PBB Focal Person	CHARLITA A. ESCAÑO	Office for Finance and Administrative Service	Director IV	Email address: charlie.escano@minda.gov.ph Office number: n/a Cellphone Number: +639399901843
Alternate PBB Focal Person	JOEY E. RECIMILLA	Policy Planning and Project Development Office	Director IV/Strategic Performance Management Team (PMT) Head	Email address: joey.recimilla@minda.gov.ph Office number: n/a Cellphone Number: +639702848001
PBB Spokesperson	JOHN MAYNARD V. GAN	Minda Employees Association (MEA)	President	Email address: johnmaynard.gan@minda.gov.ph Office number: n/a Cellphone Number: +639211875487
Secretariat	CECILIA D. TRIÑO	Office for Finance and Administrative Service-Administrative Division	Chief Administrative Officer	Email address: cecilia.trino@minda.gov.ph Office number: n/a Cellphone Number: +639189590397
	SUNDEE F. MARBAS	Office for Finance and Administrative Service-Administrative Division	Planning Officer III	Email address: sundee.marbass@minda.gov.ph Office number: n/a Cellphone Number: +639985510853

Endorsed by:

SECRETARY MARIA BELEN SUNGA ACOSTA
Head of Agency *by*

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