

Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

FOR : The Chief Operating Officer

FROM : The Manager
Corporate Planning Department

SUBJECT : Reconstitution of the Performance Management Team (PMT)

DATE : 04 October 2021

FOR APPROVAL

In reference to the Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2012, the PMT should be established to help the Head of Agency in performance management. The guidelines also prescribed its composition as follows:

1. Executive official designated by the Head of Agency as Chairperson
2. Highest Human Resource Management Officer or the career service employee directly responsible for human resource management
3. Highest Human Resource Development Officer or the career service employee directly responsible for personnel training and development
4. Highest Planning Officer or the career service employee directly responsible for organizational planning
5. Highest Finance Officer or the career service employee directly responsible for financial management
6. President of the accredited employee association in the agency or the authorized alternate representative. In offices where there are no accredited or recognized employee associations/unions, the rank and file representative shall be chosen through a general election or assembly.

As discussed during the Management Committee meeting on 21 June 2021, the last meeting of the PMT was in 2016. It was also agreed upon to designate the Assistant Chief Operating Officer for Administrative and Finance Sector (ACOO, AFS) as the Chairperson of the PMT and follow the prescribed members as per CSC Memorandum Circular.

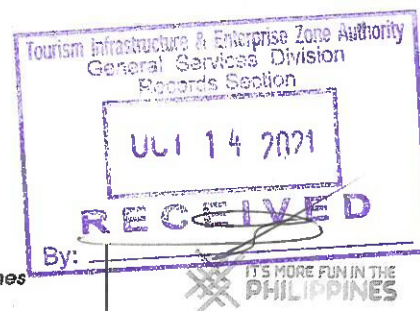
Meanwhile, the inclusion of a representative from the OCOO to the PMT is hereby recommended to regularly provide updates to the COO on matters discussed during PMT meetings.

Coordination with ADSD has been done to confirm the PMT membership.

In this regard, may we request for the approval of the attached Office Order reconstituting the PMT.

Thank you.


FRANCIS RANDY J. HORTELANO





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER

No. 111-2021 *ndy*

In the exigency of the service, and in connection with the implementation of TIEZA's Strategic Performance Management System (SPMS), the **Performance Management Team (PMT)** is hereby reconstituted with the following members:

Chairperson : Assistant Chief Operating Officer, Administration and Finance Sector
Members : Manager, Administrative Services Department
Manager, Corporate Planning Department
Manager, Financial Services Department
OCOO Representative
President, TIEZA Employees Association
For deliberation of individual performance, additional members include:
a. 1st Level Representative, TIEZA Employees Association - member
b. 2nd Level Representative, TIEZA Employees Association - member
Secretariat : Corporate Planning Department (Office-level performance)
Human Resource Services Division, Administrative Services Department (Individual-level performance)

The PMT shall have the following functions:

1. Sets consultation meeting with Sector/Department/Office Heads to discuss the office performance commitment and rating system and tools;
2. Ensures that the office performance management targets, measures, and budget are aligned with the goals of the Authority and that work distribution of Sectors/Departments/Offices is rationalized;
3. Recommends approval of the Office Performance Commitment and Rating system and tools to the Chief Operating Officer (COO);
4. Acts as appeals body and final arbiter for performance management issues of the Authority;
5. Identifies potential top performers for awards and incentives to the PRAISE Committee;
6. Adopts its own internal rules, procedures, and strategies to carry out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in the absence of its members; and,
7. Performs such others functions in accordance with applicable laws, rules, and regulations such as issuances of the Administrative Order (AO) No. 25 Inter-Agency Task Force (IATF) and the Governance Commission for GOCCs (GCG).

This Office Order shall take effect immediately and will remain valid until revoked. All Office Orders inconsistent herewith are hereby superseded.


MARK T. LAPID
Chief Operating Officer

04 October 2021

