



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
REGION IV-A CALABARZON

2 July 2019

REGIONAL ORDER

No. 2019-380

**SUBJECT : RECONSTITUTION OF DILG RIV-A (CALABARZON) PERFORMANCE
MANAGEMENT TEAM (PMT)**

Pursuant to Department Order No. 2018-1241 dated November 16, 2018 the composition of DILG CALABARZON Performance Management Team (PMT) is hereby reconstituted, the composition of which are as follows, to wit:

Name	Position	Designation
DR. CARINA S. CRUZ	Chief Administrative Officer	Chairperson
JOHN M. CEREZO	LGOO VII/Chief, LGMED & Concurrent OIC-PD-Laguna	Co-Chairperson
ELOISA G. ROZUL	LGOO VII/Chief, LGCDD Concurrent OIC-PD-Cavite	
ATTY. JORDAN V. NADAL	Atty. IV/Regional Attorney	Member
JUDITH FAYE D. TORRES	LGOO II/OIC-Planning Officer	Member
MARIA CONCEPCION A. GONZALES	AO V/HRMO	Member
JORIELYN S. CUBIO	AO IV/OIC-Budget Section	Member
FRANZ ALLEN C. ADEL	LGOO IV/Technical Staff-LGMED	2 nd Level Representative
LEIDELYN N. PAQUITA	ADAS III/FAD	1 st Level Representative
HANNAH GRACE P. SOLIS	AO III	Secretariat

The DILG CALABARZON PMT shall have the following functions and responsibilities:

- Sets consultation meeting of all the heads of operating units for the purpose of discussing the targets set in the office performance commitment and rating (OPCR) form of the Provincial and HUC Offices;
- Ensures that the Provincial/HUC Offices performance targets and measures, as well as, budget are aligned with the Department's AOPB/performance targets and that the work distribution is rationalized;
- Recommends approval of the office performance Commitment and Rating to the Regional Director;
- Acts as appeal body and final arbiter for performance management issues of the office;
- Adopt its own rules, procedures and strategies in carrying out the responsibilities including schedule of meetings and deliberations, and delegation of authority to represent in case of absence of its members;



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- Develop and implement calibration/validation tool for targets and ratings of offices which may be cascaded to the SMPS Teams;
- Meet at least once every quarter or as necessary. A member who cannot attend the scheduled meeting must be duly represented by next-in-rank official or employee within his /her unit;
- Whenever necessary, shall validate the outstanding performance rating of employees;
- Identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.

The **PMT Secretariat** shall have the following duties and functions:

- Schedule, arrange venue and other administrative requirements i.e. Notice, etc. for PMT Meetings;
- Document, prepare and maintain minutes of meetings/proceedings of the PMT to support the evidence requirements of the CSCs Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM); and,
- Handles information requests.

Moreover, **Provincial Offices** shall create SPMS Teams whose members shall be composed of at least 5 members which may include the following:

Team Leader	-	Cluster Head
Assistant Team Leader	-	CLGOO or Senior Staff
Members	-	Two (2) MLGOO Representative- Rank & File (2 nd Level) Representative- Rank & File (1 st Level)
Secretariat	-	Designated Planning Officer

The **HUC Office** shall also create SPMS Team with at least 3 members.

The SPMS Teams composition may be changed at the discretion of the head of office (Provincial Director) or when majority of the members consistently failed to attend the set meetings without valid justification/reason. In this case, his/her behavior should be recorded in the critical incident form (SPMS form 10) which shall be used as basis for promotion and other performance-based personnel actions. Changes in the composition of SPMS Teams shall follow the same minimum number of members indicated above.



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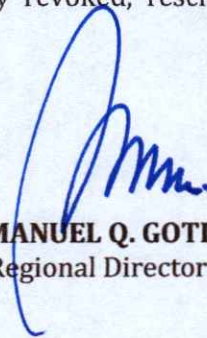
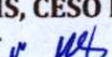


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The SPMS Teams shall perform the following duties and functions:

- Mirror the calibration/validation tool of C/ROPMT to customize its applicability within their respective offices/operating units;
- Calibrate the ratings of 1st and 2nd level officials and employees within their respective offices/operating units;
- Ensure compliance on the timely and complete submissions of SPMS commitments and ratings of all 1st and 2nd level officials and employees;
- Review the implementation of SPMS standard success indicators and rating scale and, recommend enhancements, whenever necessary;
- Set consultation meetings with the Provincial Director at least twice every semester to discuss the results of calibration on the targets and ratings; and,
- Document, prepare and maintain minutes of meetings of SPMS Teams, and, provide the Regional Office copy thereof.

All issuances inconsistent herewith are hereby revoked, rescinded and/or modified accordingly.


MANUEL Q. GOTIS, CESO III
Regional Director 



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