



Republic of the Philippines
Province of Laguna
MUNICIPALITY OF LOS BAÑOS
Special Science and Nature City
OFFICE OF THE MAYOR
Municipal Hall, National Highway, Brgy. Timugan, Los Baños, Laguna 4030 Philippines
Tel Nos. (049) 530 2585 and 530 2589

EXECUTIVE ORDER NO. 069

Series of 2021

AN ORDER REORGANIZING THE PERFORMANCE MANAGEMENT TEAM

WHEREAS, the Civil Service Commission (CSC), as the central human resource management agency of the Philippine Bureaucracy, is constitutionally mandated to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service, and tasked to institutionalize a management climate conducive to public accountability;

WHEREAS, the CSC issued Resolution No. 1200481 dated March 16, 2012 and Memorandum Circular No. 6, Series of 2012, prescribing the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System;

WHEREAS, to fully understand performance effectiveness and efficiency of all the offices within the local government unit, the reorganized Performance Management Team (PMT) needs to be expanded to include other vital frontline office heads;

NOW, THEREFORE, I, ANTONIO L. KALAW, Mayor of the Municipality of Los Baños, by virtue of the powers vested in me by law, do hereby order the reconstitution of the PMT, as follows:

Section 1. ORGANIZATION AND COMPOSITION. The reorganized PMT is hereby composed of the following:

Chairperson	ATTY. KATRINA D. GALANG-BACANI	Municipal Administrator
Members	MR. RONELL B. ALCACHUPAS MR. ALEXANDER L. BEJOSANO ENGR. RICKY R. ESTOPACE DR. ALVIN A. ISIDORO MS. GENOVEVA B. POYAOAN MS. TWILA T. TORRES MS. HEIDI D. BACULO	Municipal Accountant Municipal Treasurer Municipal Engineer Municipal Health Officer Municipal Budget Officer MPDC OIC-HRMO
1 st Level Representatives:		
Principal	MS. KAREN JOY B. CORONADO	Administrative Assistant MUDHO
Alternate	MS. BERNADINE MARANAN	Clerk II MPDO
2 nd Level Representatives:		
Principal	MR. JOHN CHRISTIAN V. MAPACPAC	Local Assessment Operations Officer I Municipal Assessor's Office
Alternate	MR. JERRY V. DE MESA	Information Systems Analyst II Information Communication System Officer

Secretariat	Municipal Planning & Development Office (MPDO) assisted by other concerned municipal employees
MS. SHIRLEY D. ANDRADE	Planning Assistant
MS. MARIQUITA G. BARAIRO	MPDO Local Revenue Collection Officer I
MS. JOYCE ANN MAE L. DEL VALLE	Municipal Treasury Budget Officer II Municipal Budget Office

Section 2. FUNCTIONS AND RESPONSIBILITIES

a) Performance Management Team

- i. Sets consultation meetings of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- ii. Ensures that office performance targets and measures, as well as the budget are aligned with those of the agency and the work distribution of Offices/units is rationalized;
- iii. Recommends approval of the office performance commitment and rating to the Head of Agency;
- iv. Acts as appeals body and final arbiter for performance management issues of the agency;
- v. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
- vi. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation or authority to representatives in case of absence of its members.

b) Secretariat

- i. Monitors submission of Office Performance Commitment and Review (OPCR) Form and schedule the review/evaluation of Office Commitment by the PMT before the start of performance period.
- ii. Consolidates, reviews, validates and evaluates the initial performance assessment of the Head of Offices based on reported Office accomplishments against success indicators and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.
- iii. Conducts an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices. This shall include participation of the Financial Office as regards budget utilization.
- iv. Provide each office with the final Office Assessment to serve as basis of offices in the assessment individual staff members.

c) Human Resource Management Office

- i. Monitors submission of Individual Performance Commitment and Review (IPCR) Form by heads of offices;
- ii. Reviews the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;

- iii. Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans;
 - iv. Coordinates developmental interventions that will form part of the HR Plan.
- d) Heads of Office
- i. Assumes primary responsibility for performance management in his/her Office.
 - ii. Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the OPCR Form to the Planning Office.
 - iii. Reviews and approves employee's IPCR Form for submission to the HRMO before the start of the performance period.
 - iv. Submits quarterly accomplishment report to the Planning Office based on the PMS calendar.
 - v. Does initial assessment of office's performance using the approved OPCR Form.
 - vi. Determines final assessment of performance level of the individual employees in his/her office based on proof of performance.
 - vii. Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.

Section 3. REPEALING CLAUSE. All orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded or modified accordingly.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 22nd day of November, 2021 at Los Banos, Laguna.

HON. ANTONIO L. KALAW
Municipal Mayor *h*