



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER No. 028, s. 2016

COMPOSITION AND FUNCTION OF LGU BAYAMBANG PERFORMANCE MANAGEMENT KEY PLAYERS

In line with the Strategic Performance Management System of LGU Bayambang, the key players in the implementation and monitoring of the LGU SPMS are hereby constituted.

Player	Roles
CHAMPIONS DR. CEZAR T. QUIAMBAO Municipal Mayor	<ul style="list-style-type: none">➤ Primarily responsible and accountable for the establishment and implementation of the SPMS.➤ Sets the organization's performance goals / objectives and performance measures.➤ Determine agency target setting period.
HON. RAUL R. SABANGAN Municipal Vice Mayor	<ul style="list-style-type: none">➤ Approves office performance commitment and rating.➤ Assess performance of offices.
Performance Management Team (PMT) Composition: Chairman ATTY. RODELYNN RAJINI A. SAGARINO Mun. Administrator Vice Chairman MA-LENE S. TORIO OIC MPDO Members	<ul style="list-style-type: none">➤ Sets consultation meeting of all Heads of Offices for discussing the targets set in the Office Performance Commitment and Rating Form.➤ Ensures that Office performance targets, measures, and budget are aligned with the LGU Bayambang and that work distribution of offices is rationalized.➤ Identifies top performers and provides inputs to the PRAISE Committee for grant of awards and incentives.





MUNICIPAL MAYOR OF BAYAMBANG

<p>ERLINDA S. ALVAREZ - Mun. Accountant</p> <p>LUISITA B. DANAN - Mun. Treasurer</p> <p>PETER B. CARAGAN - Mun. Budget Officer</p> <p>NORA R. ZAFRA - HRMO</p> <p>LUZ B. CAYABYAB - RO I 2nd Level Rank & File Representative</p> <p>MARY ROSE R. AQUINO - Admin. Asst. II 1st Level Rank & File Representative</p>	<ul style="list-style-type: none"> ➤ Recommends approval of the office performance commitment and rating to the Head of Agency. ➤ Monitors and evaluates the effectiveness of the AGENCY-SPMS every year and recommends improvements essential to ensure its continued suitability to the needs of the Agency. ➤ Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including the setting of schedules and meetings and deliberations. ➤ Acts as appeals body and final arbiter for performance management issues of the agency.
<p>Human Resource and Management Office</p> <p>Planning Office</p>	<ul style="list-style-type: none"> ➤ Monitors submission of the Office Performance Commitments and Review Form and schedule the review/evaluation of Office Commitment by the PMT before the start of a performance period. ➤ Consolidates reviews, validates and evaluates the initial performance assessment of the Department Heads based on reported Office accomplishments against the 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 Mayor or Vice Mayor who shall determine the Final Office rating.



MUNICIPAL MAYOR OF BAYAMBANG

	<ul style="list-style-type: none"> ➤ Conducts and agency performers planning and review conference annually for discussing the Office assessment for the preceding performance period and plans for the succeeding rating with concerned Department Heads. This shall include participation of the Budget Office as regards budget utilization. ➤ Provides each Office with the final Office Assessment to serve as basis of Offices in the assessment of individual staff members. ➤ Planning Office shall serve as the PMT Secretariat
<p>Department Heads</p> <p>Human Resource and Management Office</p>	<ul style="list-style-type: none"> ➤ Monitors submission of Individual Performance Commitment and Review (ICPR) Form by Department Heads. ➤ 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 (OPCR) as recommended by the PMT and approved by the Mayor / Vice-Mayor.





MUNICIPAL MAYOR OF BAYAMBANG

	<ul style="list-style-type: none"> ➤ Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans. ➤ Coordinates developmental interventions that will form part of HR plan.
Department Heads	<ul style="list-style-type: none"> ➤ Assumes primary responsibility for performance management in his/her office. ➤ Conducts strategic planning session with supervisors and staff and agree on the outputs that should be accomplished based on the strategic goals/objectives of the organization. ➤ Submits the OPCR to the Human Resource and Management Office. ➤ Reviews and approves commitments (targets) indicated in the individual Performances Commitment and Review Forms before these are submitted to the HRM Office at the start of the performance period. ➤ Submits a Quarterly Monitoring Report to the Office of the Planning Office based on the SPMS Calendar.



MUNICIPAL MAYOR OF BAYAMBANG

<p>Individual Employees</p>	<ul style="list-style-type: none">➤ Evaluates the performance of employees under his/her department.➤ Informs employees of final rating and identifies necessary interventions for employees based on the assessment of development needs.➤ Recommends and discusses developmental plans with subordinates who obtain unsatisfactory performance during the rating period not later than one (1) month after the end of the said period.➤ Prepares a written notice/advice for signature of the Mayor or Vice Mayor that a succeeding Unsatisfactory Performance shall warrant an employee's separation from the service.➤ Provides preliminary rating to subordinates showing Poor Performance not earlier than the third (3rd) month of the rating period.➤ Prepares and discusses Developmental Plans for subordinates with Poor performance rating.➤ Prepares draft of written notices for signature of the Mayor or Vice Mayor that failure of employees with Poor Performance to improve their ratings shall warrant their separation from the service
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MUNICIPAL MAYOR OF BAYAMBANG

Individual Employees	➤ Act as partners of management and their co-employees in meeting organizational performance goals.
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This Office Order takes effect immediately.

<p>CHAMPION DR. CEZAR T. QUIAMBAO Municipal Mayor</p> <p>JOSE RALPH N. SARAWANAN Municipal Vice Mayor</p> <p>Performance Management Team (PMT) Chairman STY RICHARDINE RAJINA A. SAGARINO Municipal Administrator Vice Chairman MARLENE S. FERNANDEZ Councilor Secretary</p>	<p>➤ Promote the performance of the PMT</p> <p>➤ Review the PMT's performance</p> <p>➤ Develop a performance management system</p> <p>➤ Implement the performance management system</p> <p>➤ Monitor the performance of the PMT</p> <p>➤ Report the performance of the PMT to the Mayor</p>
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DR. CEZAR T. QUIAMBAO
Municipal Mayor

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"Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko"

