



Republic of the Philippines
Province of Davao Oriental
OFFICE OF THE PROVINCIAL GOVERNOR
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EXECUTIVE ORDER NO. 45
Series of 2023

AN ORDER RECREATING THE PERFORMANCE MANAGEMENT TEAM (PMT) AND GUIDELINES ON SPECIFIC APPLICATION OF EQUAL OPPORTUNITY PRINCIPLE (EOP) IN THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) OF THE PROVINCIAL LOCAL GOVERNMENT UNIT OF DAVAO ORIENTAL.

WHEREAS, Item 17 (c) of Joint Resolution No. 4 likewise states that “the CSC, in developing the Performance Management System, shall ensure that personnel performance shall be linked with organizational performance in order to enhance the performance orientation of the compensation system.”

WHEREAS, Section 5 of Administrative Order No. 24I provides that “agencies shall institute a Performance Evaluation System based on objectivity measured output and performance of personnel and units, such as the Performance Management System-Office Performance Evaluation System development by the CSC.”

WHEREAS, Administrative Order No. 25 dated December 21, 2011, was issued with the end view of developing a collaborative mechanism to “establish a unified and integrated Result-Based Performance Management System (RBOMS) across all department and agencies with the Executive Branch of Government incorporating a common se performance scorecard, and creating an accurate, accessible, and up-to-date government-wide, sectoral and organizational performance information system.”

WHEREAS, MC No. 6 s. 2012, sets the guidelines in the establishment and implementation of agency Strategic Performance Management System (SPMS).

NOW, THEREFORE, I, NIÑO SOTERO L. UY, JR., Provincial Governor of Davao Oriental, by virtue of the power vested in me by law, do hereby order the Creation of Performance Management Team (PMT) of the Provincial Local Government Unit of Davao Oriental.

SECTION 1. COMPOSITION

4 CHAIRPERSON - JONATHAN E. TEMPLA
Officer In-Charge, Provincial Administrator's Office,
Authorized Executive Official designated by the
Provincial Governor

- 4 MEMBERS
 - FREDDIE C. BENDULO, PPDO Head
 - MARIA PATRICIA THERESA H. TEMPLA, Officer-In-Charge, PIASO
 - MIGUELITO V. TROCIO, PHRMDO Head
 - RESTIE N. AGUILON, PGEA President
 - ROY T. TAMAYO, PGEA Vice President/Alternate Representative
 - ALL DEPARTMENT HEADS

- 4 SECRETARIAT
 - PROVINCIAL PLANNING AND DEVELOPMENT OFFICE

SECTION 2. FUNCTION AND RESPONSIBILITIES

A. CHAIRPERSON

1. Primarily responsible and accountable for the establishment and implementation of the SPMS.
2. Sets agency performance goals/objectives and performance measures.
3. Determines agency target setting period.
4. Approves office performance commitment and rating.
5. Assesses performance of offices.
6. Determines final assessment of performance level of the individual employees in his/her office based on proof of performance.
7. Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.
 - 7.1. Recommends and discuss a development plan with the subordinates who obtain Unsatisfactory performance during the rating period not late than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding Unsatisfactory performance shall warrant their separation from the service.
 - 7.2. Provides preliminary rating to subordinates showing Poor performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue written notice that failure to improve their performance shall warrant their separation from the service.

B. THE PMT

The PMT shall have the following functions and responsibilities:

1. Sets consultation meeting of all Heads of Office for the purpose of discussing the targets set in the office performance commitment and rating form.
2. Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Office/units is rationalized.
3. Recommends approval of the office performance commitment and rating to the Head of Agency.

4. Acts as appeals body and final arbiter for performance management issues of the agency.
5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
6. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.
7. Shall ensure the application of the Equal Opportunity Principle (EOP) policy to all employees.
8. Formulate Guidelines in the application of EOP.
9. Shall ensure the implementation of PMT-EOP Policies & Guidelines to all qualified men and women/LGBTQ including differently able persons (PWD), members of the Indigenous Communities (IP) and those with diverse sexual orientation, gender identity and expression (SOGIE).

C. SECRETARIAT (PLANNING OFFICE)

1. Monitors submission of Office Performance Commitment and Review Form and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period.
2. Consolidates, reviews, validates, and evaluates the initial performance assessment of the Heads of Offices 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 Head of Agency who shall determine the final Office rating.
3. 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.

D. HUMAN RESOURCE MANAGEMENT OFFICE

1. Monitors submission of Individual Performance Commitment Review form by heads of offices.
2. 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 the Agency.
3. Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.
4. Coordinates developmental interventions that will form part of the Human Resource Plans.

E. HEADS OF OFFICES

1. Assumes primary responsibility for performance management in his/her Office.
2. 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 Office Performance Commitment Review form to the Planning Office.

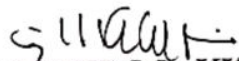
3. Reviews and approves individual employee's Performance Commitment and Review form for submission to the Human Resource Management Office before the start of the performance period.
4. Submits a quarterly accomplishment report to the Planning Office based on the PMS Calendar prescribed.
5. Does initial assessment of the office's performance with the use of the approved Office Performance Commitment and Review form.
6. Determines final assessment of performance level of the individual employees in his/her office based on proof of performance.
7. Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs
8. Recommends and discusses a development plan with the subordinates who obtain **Unsatisfactory** performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to subordinates that a succeeding **Unsatisfactory** performance shall warrant their separation from the service.
9. Provides preliminary rating to subordinates showing **Poor** performance not earlier than the third (3rd) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.

SECTION 4. EFFECTIVITY

The agency adheres to the Equal Employment Opportunity Principle (EEOP) espoused by the Civil Service Commission (CSC) and ensures that there shall be no discrimination on all of the employees on the account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.

Issued in the interest of public service, this Order shall take effect immediately and shall remain in force until otherwise rescinded, or revoked. The members of the Performance Management Team and the Secretariat are entitled to claim honoraria chargeable against the HRD Fund.

Done this OCT 19 2023 at City of Mati, Davao Oriental, Philippines.


NIÑO SOTERO L. UY, JR.
Governor, Province of Davao Oriental