



OFFICE OF THE MUNICIPAL MAYOR
Telefax No. 074-602-1125

EXECUTIVE ORDER NO. 01
Series of 2013

**AN EXECUTIVE ORDER PROVIDING THE ESTABLISHMENT AND
IMPLEMENTATION OF THE AGENCY STRATEGIC PERFORMANCE
MANAGEMENT SYSTEM**

WHEREAS, the Civil Service Commission in its Resolution No. 1200481 dated March 12, 2012 set the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS) ;

WHEREAS, this administration recognizes importance of linking individual performance vis-a-vis the agency's organizational vision, mission and strategic goals;

WHEREAS, this administration deems it necessary to determine the SPMS Key Players and their respective Responsibilities;

WHEREFORE, by virtue of the powers vested in me by law, I, PASCUAL A. SACGACA, Municipal Mayor, direct the following:

A. SPMS Champion- PASCUAL A. SACGACA

Functions:

- a. Primarily responsible and accountable for the establishment and implementation of the SPMS.
- b. Sets agency performance goals/objectives and performance measures.
- c. Determines agency target setting period.
- d. Approves office performance commitment and rating
- e. Assesses performance of offices.

B. PERFORMANCE MANAGEMENT TEAM (PMT)

Chairperson: **PASCUAL A. SACGACA**

Members: Zenith Rose B. Dalog
Arleen Eickmee F. GAsmeña
Nora M. Falolo
Virginia K. Kawi
Roger C. Cattel
Yolanda G. Comafay
Franklin P. Tudlong
Johanna F. Padaen

Functions:

- a. Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
- b. Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of offices/units is rationalized.
- c. Recommends approval of the office performance commitment and rating to the Head of Agency.
- d. Acts as appeals body and final arbiter for performance management issues of the agency.



Republic of the Philippines
Mountain Province
Municipality of Bontoc
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- e. Identifies potential top performers and provides inputs to the PRAISE Committee for grant of awards and incentives.
- f. 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.

Secretariat: The Planning Office shall serve as the PMT Secretariat.

Functions:

- a. Monitors submission of Office Performance Commitment and Review Form and schedule review/evaluation of Office commitments by the PMT before the start of a performance period.
- b. 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.
- c. 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 Finance committee as regards budget utilization.
- d. Provides each office with the final Office Assessment to serve as basis of offices as assessment of individual staff members.

This Executive Order shall take effect immediately and shall be in full force until amended /revoked/ modified accordingly.

Done this 7<sup>th</sup> day of January, 2013 at Bontoc, Mountain Province.

**PASCUAL A. SACGACA**  
Municipal Mayor