

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