



**Pamahalaang Bayan ng Baliwag**  
TANGGAPAN NG PUNONG BAYAN  
LALAWIGAN NG BULACAN

**EXECUTIVE ORDER NO. 20**  
Series of 2016

**RECONSTITUTING THE PERFORMANCE MANAGEMENT TEAM (PMT) OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) AT THE MUNICIPAL GOVERNMENT OF BALIWAG**

**WHEREAS**, pursuant to Civil Service Commission (CSC) Memorandum Circular No.6, Series of 2012, the Municipal Government of Baliwag is mandated to implement the Strategic Performance Management System (SPMS) for the local government;

**WHEREAS**, with the approval of the municipality's SPMS by the Civil Service Commission, it is but apt that the undersigned, being the SPMS Champion, shall reconstitute the key players of the SPMS and their respective functions.

**NOW, THEREFORE, I, FERDINAND V. ESTRELLA**, by virtue of the powers vested in me by law as Mayor of the Municipality of Baliwag, hereby order the reconstitution of SPMS-PMT and other key players with their functions as follows:

**Section 1. COMPOSITION**

**A. The Performance Management Team (PMT)**

Chairperson: MELANIE M. CRUZ, Executive Assistant II, Mayor's Office  
Vice Chairperson: ESTHER V. CABIGAO, Administrative Officer V

**Members:**

- ENGR. NEMENCIO M. DE LEON, Municipal Planning & Development Coordinator

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- CECILIA A. DELA CRUZ, Municipal Budget Officer
- DAYNEROM S. DECANO, Employees Representative

### B. The PMT Secretariat

- Human Resource Management Office

## **Section 2. FUNCTIONS**

### A. The Performance Management Team

1. Sets consultation meeting of all Heads of Officers 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 offices/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 issued of the agency;
5. Identifies potential top performers and provides 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; and
7. Recommends other measures/policies/interventions that will ensure compliance to and success of the city's SPMS.

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### B. The PMT Secretariat

1. 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;
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 results 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 Head of Offices. This shall include participation of the Finance committee as regard to budget utilization; and
4. Provides each office the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

All other issuances and previous orders inconsistent with this are hereby repealed or modified accordingly.

DONE this \_\_\_ day of September, 2016 in Municipality of Baliwag, Bulacan, Philippines.

  
FERDINAND V. ESTRELLA  
Municipal Mayor

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