



Executive Order No. 005
Series of 2022

AN ORDER MANDATING THE ESTABLISHMENT AND IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) AND CREATING THE PERFORMANCE MANAGEMENT TEAM (PMT) IN THE LOCAL GOVERNMENT UNIT OF CABARROGUIS, QUIRINO

WHEREAS, in compliance to the provisions of Civil Service Commission Memorandum Circular No. 06, series of 2012, all Local Government Units are mandated to establish and implement the Strategic Performance Management System;

WHEREAS, this new Performance Rating System is also a guideline in extending incentives to employees receiving Outstanding Ratings;

WHEREAS, this system encourages Team-Approach to performance management for it is only the individual employee who is rated but the whole office he represents shall also be rated;

NOW THEREFORE, I, AVELINO N. AGUSTIN, JR., Municipal Mayor of the Municipality of Cabarroguis, Quirino, by virtue of the power vested in me by law do hereby order the establishment and implementation of the Strategic Performance Management System and the creation of the Performance Management Team in the Local Government Unit of Cabarroguis.

SECTION I. COMPOSITION OF THE PERFORMANCE MANAGEMENT TEAM

SPMS Champion: **HON. AVELINO N. AGUSTIN, JR.**
Municipal Mayor

PERFORMANCE MANAGEMENT TEAM

Chairperson: **ENGR. ARSENIO A. SINGSON-**
PMT Chairman

Secretariat: **MS. MA. JOHMELLA R. LANTION-**
Administrative Officer-V/Secretary
MRS. ARMIELYN V. DAGDAG-
Administrative Officer-V/Asst. Secretary
MR. ALVIN T. PASCUAL-
Administrative Aide-VI/Asst. Secretary

Members: **HON. MARCIANO G. IMMAPA**
Chair. Comm. On Good Gov't.
HON. VIRGILIO A. LOPEZ-
Chair. Comm. on Ways & Means
MR. FERDINAND Q. ANAS
Municipal Human Res. Mgmt. Officer
MR. RUEL M. MAUYAO
Municipal Budget Officer
MR. ERWIN C. DANA
Secretary to the Sang. Bayan
MR. MARCOS S. AGUSTIN
ACES President
MRS. HERMINIGILDA T. GAMET
APESO/Rep. of the Woman
MRS. LEONILA D. AURE
Mun. Planning & Dev't. Coordinator



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MUNICIPALITY OF CABARROGUIS
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Office of the Mayor

SECTION II. FUNCTIONS AND RESPONSIBILITIES OF THE SPMS CHAMPION AND THE PMT

a) Preliminary responsible and accountable for the establishment and implementation of the SPMS.

b) Sets the LGU performance goals/objectives and Performance Measures.

c) Determines the LGU target setting period.

Mayor for Executive Department/Vice Mayor for Legislative Department

d) Approves Office Performance Commitment and Review (OPCR)

e) Assess performance of offices.

PERFORMANCE MANAGEMENT TEAM:

a) Sets consultation meeting of all Heads of Offices for the purpose of discussing the Targets set in the Office Performance Commitment and Review Form.

b) Ensures that Office Performance Targets and measures as well as the budget are Aligned with those of the LGU and that the work distribution of offices/units is rationalized.

c) Recommends approval of the Office Performance Commitment and Review (OPCR) to the Municipal Mayor or the Municipal Vice Mayor, as the case maybe.

d) Acts as appeal body and final arbiter for Performance management issues of the LGU.

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 to responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.

SECTION III. EFFECTIVITY

This Executive Order takes effect immediately.

Done this 5th day of July, 2022 at Cabarroguis, Quirino.


AVELINO N. AGUSTIN, JR.
Municipal Mayor

Cc:
All concerned offices
CSC-Field Office