



Republic of the Philippines
PROVINCE OF PANGASINAN
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JANETTE C. ASIS

Prov'l. Gov't. Department Head – HRMD Officer

September 27, 2022



MR. MELICIO F. PATAGUE II
Provincial Administrator
Provincial Governor's Office
Capitol Building, Capitol Compound

PROVINCIAL ADMINISTRATOR'S OFFICE	
RECEIVED BY	<u>NONIYN T. PAMITAN</u>
DATE RECEIVED	<u>9/29/2022</u> TIME <u>3:15 PM</u>
REMARKS	_____

Dear Mr. Patague:

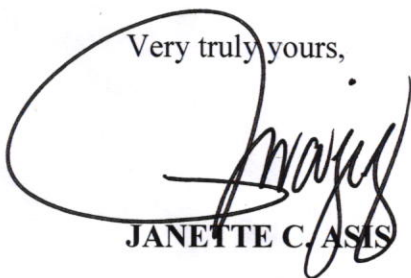
We would like to express our appreciation for facilitating the approval of the following Executive Orders to continuously sustain and institutionalize the Organizational Development Programs of the Provincial Government of Pangasinan:

1. Executive Order No. 0148, Series of 2022
Reconstituting the Composition of the Performance Management Team (PMT) of the Provincial Government of Pangasinan
2. Executive Order No. 0147, Series of 2022
Reconstituting the Composition of the Program on Awards and Incentives for Service Excellence (PRAISE)
3. Executive Order No. 0146, Series of 2022
Reconstituting the Data Privacy Team of the Provincial Government of Pangasinan
4. Executive Order No. 0159, Series of 2022
Creating the Monitoring and Evaluation Committee of the Provincial Government of Pangasinan for its Strategic Objectives and Measures
5. Executive Order No. 0160, Series of 2022
Institutionalizing the Implementation of the Morale Recovery/Values Restoration Program of the Provincial Government of Pangasinan

We will provide you with the accomplishment reports to document our implementation of the above Executive Orders.

Thank you very much.

Very truly yours,


JANETTE C. ASIS



HON. RAMON V. GUICO III
Governor

EXECUTIVE ORDER NO. 0148, SERIES OF 2022

**RECONSTITUTING THE COMPOSITION OF THE PERFORMANCE
MANAGEMENT TEAM (PMT) OF THE PROVINCIAL GOVERNMENT OF
PANGASINAN**

WHEREAS, Section 33, Chapter 5, book V of Executive Order No. 292 of the Civil Service Commission states that “Establishment of Performance Evaluation System which is administered in accordance with the rules, regulations and standards promulgated by the Civil Service Commission for all employees in the career service;

WHEREAS, CSC Memorandum Circular No. 6, series 2012, states that “The CSC through Resolution No. 1200481 dated March 16, 2012 promulgated the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)”;

WHEREAS, Executive Order No. 0131 – 2013 dated October 1, 2013 created the Strategic Performance Management System and adopting its performance standards in the Provincial Government of Pangasinan;

WHEREAS, the Strategic Performance Management System of the Provincial Government of Pangasinan substantially meets the requirements prescribed under the Civil Service Commission (CSC) Memorandum Circular No. 6, series 2012 (Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System) and approved for implementation for calendar year 2015;

WHEREAS, the Strategic Performance Management System shall be the performance evaluation system for the provincial government employees regardless of status of appointment (permanent and non-permanent employees);

WHEREAS, the Strategic Performance Management System shall have four (4) cycles which are planning and commitment, monitoring and coaching, review and evaluation and rewarding and development planning;

WHEREAS, there is a need to reconstitute the composition of the Performance Management Team (PMT) which shall spearhead the Strategic Performance Management System (SPMS) in the Provincial Government of Pangasinan;



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HON. RAMON V. GUICO III
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WHEREAS, the Performance Management Team (PMT) shall serve as the focal team in the implementation, monitoring and evaluation of SPMS guidelines, standards and requirements;

NOW, THEREFORE, I, RAMON V. GUICO III, Governor of Province of Pangasinan, by virtue of the powers vested in me by law, do hereby order the following:

Section 1. Reconstitution of the Composition of the Performance Management Team. There is hereby reorganized and reconstituted a body known and called as the Performance Management Team.

Section 2. Provincial Performance Management Team. The membership of the Provincial Performance Management Team is hereby reconstituted as follows:

CHAIRPERSON	:	Provincial Administrator
VICE CHAIRPERSON	:	Human Resource Management and Development Officer
MEMBERS	:	Provincial Planning and Development Officer
		Provincial Budget Officer
		Provincial Hospital Management Services Officer

Section 3. Functions of the Provincial Performance Management Team. The Provincial Performance Management Team shall have the following duties and responsibilities:

- Manage, monitor and evaluate the implementation of Strategic Performance Management System (SPMS) of the Provincial Government of Pangasinan in accordance with the Civil Service Commission guidelines and policies;
- Provide support needed for the implementation and maintenance of Strategic Performance Management System (SPMS);
- Report to the top management the status of implementation of the Strategic Performance Management System (SPMS);
- Determine issues and concerns that are causing unsatisfactory or poor performance in the delivery of services, implement correction and corrective action, and escalate unresolved



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issues and problems to the appropriate offices and hospitals for resolution and final action;
and

- e. Determine continuous improvement strategies in the achievement of the strategic objectives.

Section 4. Performance Management Team of Offices and Hospitals. The membership of the Performance Management Team of Offices and Hospitals is hereby reconstituted as follows:

CHAIRPERSON : Chief of Office or Hospital

MEMBERS : Division/ Section/ Unit Heads

Changes in the members of the Performance Management Team of Offices and Hospitals shall be done in writing through an Office/ Hospital Order and shall be transmitted to the Human Resource Management and Development Office (HRMDO).

Section 5. Functions of the Performance Management Team of Offices and Hospitals. The Performance Management Team of Offices and Hospitals shall have the following duties and responsibilities:

- a. Check the completeness and correctness of information or data required in the SPMS reports which includes Office Performance Commitment Report (OPCR), Division Performance Commitment Report (DPCR), and Individual Performance Commitment Report (IPCR);
- b. Conduct comprehensive validation of accomplishments and ratings indicated in the OPCR, DPCR and IPCR through paper and onsite inspection or verification before the submission of said reports to the HRMDO;
- c. Monitor employees or division with performance gaps and conduct detailed root cause analysis, and needs analysis why poor performance has occurred;
- d. Perform coaching, counseling and mentoring to employees especially those who have performance gaps or low performance ratings; and
- e. Discuss continuous improvement strategies in line with the implementation of the SPMS in their respective offices and hospitals

Section 6. Monitoring and Validation Team. The Human Resource Management and Development Office shall serve as the Monitoring and Evaluation Team, with the following duties and responsibilities:



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Governor

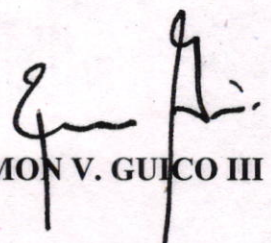
- a. Review and calibrate the performance ratings of employees, divisions/ sections and offices and hospitals;
- b. Validate if employee, division/ section and office and hospital targets are achieved based on the Office Performance Commitment Report (OPCR), Division Performance Commitment Report (DPCR), and Individual Performance Commitment Report (IPCR); and
- c. Prepare Audit Reports and conduct Continuous Improvement Meetings relative to audit findings

Section 7. Repealing Clause. All Executive Orders or issuances inconsistent with the provision of this Executive Order are hereby repealed or modified accordingly.

Section 8. Separability Clause. Any portion or provision of this Executive Order that may be declared unconstitutional shall not nullify the other portions or provisions hereof provided that the remaining provisions can still subsist and be given force and effect to accomplish the objectives of this Executive Order.

Section 9. Effectivity. This Executive Order shall take effect immediately.

SO ORDERED this 20th day of September, 2022, in Lingayen, Pangasinan.


RAMON V. GUICO III