



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	NERLYN T. PERMITAN
DATE RECEIVED	9/29/2022 TIME 3:15PM
REMARKS	

Dear Mr. Patague:

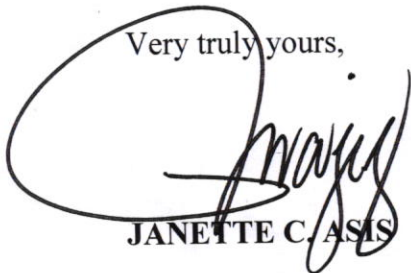
We would like to express our appreciation for facilitating the approval of the following Executive Orders to continuously sustain and institutionalize the Organizational Development Programs of the Provincial Government of Pangasinan:

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. 0159, SERIES OF 2022

**CREATING THE MONITORING AND EVALUATION COMMITTEE OF THE
PROVINCIAL GOVERNMENT OF PANGASINAN FOR ITS STRATEGIC OBJECTIVES
AND MEASURES**

WHEREAS, Section 2 of Republic Act No. 7160, otherwise known as the Local Government Code provides that the territorial and political subdivisions of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goals;

WHEREAS, in order to be a more effective partner in the attainment of national goals, the Provincial Government of Pangasinan has conducted its strategic planning, defining its vision and mission for the future and identifying its strategic objectives and measures for Calendar Year 2022–2031;

WHEREAS, there is a need to institutionalize a comprehensive monitoring and evaluation system to track, analyze and report on relevant information and data throughout the strategic objectives and measures for Calendar Year 2022–2031. This will allow the organization to have a data-based decision, obtaining evidence for all actions for all stakeholders;

WHEREAS, in order to establish a continuous management function of assessing the organization's progress relative to its strategic objectives and measures, there is a need to conduct monitoring and evaluation if progress is made in achieving the expected results and in addressing the unintended effects;

WHEREAS, the conduct of monitoring and evaluation will guide the organization in tracking whether it is fulfilling its mission and achieving its vision;

WHEREAS, there is a need to create the composition of the Monitoring and Evaluation Committee which shall spearhead the tracking and analysis of the strategic objectives and measures of the Provincial Government of Pangasinan;

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. Creation of the Monitoring and Evaluation Committee. There is hereby organized and constituted a body known and called as the Monitoring and Evaluation Committee in the Provincial Government of Pangasinan.



HON. RAMON V. GUICO III
Governor

SECTION 2. COMPOSITION. The membership of the Monitoring and Evaluation Committee is hereby constituted as follows:

CHAIRPERSON	:	GOVERNOR
CO-CHAIRPERSON	:	VICE GOVERNOR
VICE CHAIRPERSON	:	PROVINCIAL ADMINISTRATOR
MEMBERS	:	HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER
		PROVINCIAL PLANNING AND DEVELOPMENT OFFICER
		INTERNAL AUDITOR
		PROVINCIAL ACCOUNTANT
		PROVINCIAL BUDGET OFFICER
		PROVINCIAL HOSPITAL MANAGEMENT SERVICES OFFICER
		PROVINCIAL ECONOMIC DEVELOPMENT AND INVESTMENT PROMOTION OFFICER

SECTION 3. FUNCTIONS. The Monitoring and Evaluation Committee shall have the following duties and responsibilities:

- Facilitate the conduct of monitoring and evaluation activities;
- Provide up-to-date and relevant information on the overall status of program and project implementation at each level for timely program and project adjustments, planning and budget allocation;
- Determine issues and concerns that are causing delays in program and project implementation for correction and corrective action, and escalate unresolved issues and problems to the appropriate offices and hospitals for resolution and final action;



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- d. Assess and analyze whether the development programs and projects implemented are delivering results in support of the strategic objectives of the Provincial Government of Pangasinan; and
- e. Determine continuous improvement strategies to address unintended effects in the achievement of the strategic objectives.

SECTION 4. SECRETARIAT. The Provincial Planning and Development Office, Human Resource Management and Development Office, and Internal Audit Services shall serve as the secretariat of the Monitoring and Evaluation Committee, with the following duties and responsibilities:

- a. Design tools to continuously monitor and assess the implementation of programs, projects, and activities;
- b. Prepare lists of programs, projects, and activities to be monitored and evaluated;
- c. Prepare schedule of monitoring and evaluation activities;
- d. Collect data on a regular basis to measure achievement against the performance indicators;
- e. Prepare and disseminate reports on Monitoring and Evaluation findings and prepare presentations based on Monitoring and Evaluation data as required;
- f. Identify problems, concerns and verify information for appropriate actions; and
- g. Provide technical services and documentation during Monitoring and Evaluation Committee meetings and activities.

The following offices shall have specific and distinct functions as the secretariat of the Committee, to wit:

4.1. Provincial Planning and Development Office – Secretariat for Annual Investment Program (AIP)

- 4.1.1. Examine and validate the submitted proposed Annual Investment Program (AIP) of offices and hospitals, and align these with the organization's strategic objectives and measures;
- 4.1.2. Update the proposed AIP to consider new and unimplemented programs, projects, and activities as well as the result of situational analysis conducted;
- 4.1.3. Prepare a draft AIP and present it to the Local Chief Executive for review;
- 4.1.4. Gather and collate the AIP monitoring and evaluation reports of offices and hospitals based on the approved AIP;
- 4.1.5. Review the AIP monitoring and evaluation reports of offices and hospitals to determine which programs, projects, and activities have been implemented and validate whether these have contributed to the achievement of the strategic objectives and measures of the organization;



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- 4.1.6. Perform validation visits and prepare reports and situational analyses of accomplishments, including physical and financial aspects of programs, projects, and activities; and
- 4.1.7. Conduct meetings with offices and hospitals relative to the results of the conducted validation visits.

4.2. Human Resource Management and Development Office – Secretariat for Performance Management

- 4.2.1. Facilitate the planning and setting of performance targets of offices and hospitals aligned with the strategic objectives and measures of the organization as reflected in the approved AIP;
- 4.2.2. Review and validate the proposed targets of offices and hospitals through their submitted Office/Hospital Performance Commitment Report (OPCR);
- 4.2.3. Prepare a draft OPCR and present it to the Local Chief Executive for review and approval;
- 4.2.4. Track the accomplishment of set targets and measures of offices and hospitals;
- 4.2.5. Gather and collate the OPCR accomplishment reports of offices and hospitals based on their approved targets;
- 4.2.6. Review the OPCR accomplishment reports of offices and hospitals to compare these with their set targets and measures and validate whether their accomplishments have contributed to the achievement of the strategic objectives and measures of the organization;
- 4.2.7. Conduct monitoring and validation activities and prepare reports and analyses of accomplishments; and
- 4.2.8. Conduct continuous improvement meetings with offices and hospitals relative to the results of the conducted monitoring and validation activities;

4.3. Internal Audit Services – Secretariat for Risk Management

- 4.3.1. Prepare Risk Management and Communication Plan;
- 4.3.2. Facilitate the identification, assessment, control, and reporting of risks that are relevant to the achievement of the organization's mission, vision, and strategic objectives;
- 4.3.3. Review the Risk Management Plan and monitor the effectiveness of actions implemented to address or mitigate the identified risks;
- 4.3.4. Update the Risk Management Plan considering the new risks and unimplemented or ineffective action plans;



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- 4.3.5. Prepare report and analyses of risks and conduct meeting with offices and hospitals relative to the results of the risk assessment and analysis; and
- 4.3.6. Facilitate the dissemination of information from the Top Management to the entire organization as per the approved communication plan regarding the mission, vision, and strategic objectives;

SECTION 5. SECTORAL MONITORING AND EVALUATION TEAM. The Sectoral Monitoring and Evaluation Team shall be composed of the Chief of Offices and Hospitals based on the following sectors of the organization:

Sector	Offices/ Hospitals
Governance Sector	Provincial Governor's Office Provincial Archives and Records Center Provincial Sports Development and Management Office Management Information Services Office Pangasinan Provincial Jail Human Resource Management and Development Office Provincial Information Office Provincial Legal Office Pangasinan Provincial Library
Finance Sector	Provincial Accounting Office Provincial Budget Office Provincial Treasury Office General Services Office Internal Audit Services Provincial Assessment Office
Social Services Sector	Provincial Housing and Urban Development Coordinating Office Provincial Disaster Risk Reduction and Management Office Provincial Employment Services Office Provincial Social Welfare and Development Office Provincial Population Cooperative and Livelihood Development Office Provincial Health Office
Economic Sector	Provincial Economic Development and Investment Promotion Office Ecological Park Development Project



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Sector	Offices/ Hospitals
	Capitol Resort Hotel Provincial Tourism and Cultural Affairs Office Provincial Agriculture Office Provincial Environment and Natural Resources Office Provincial Veterinary Office Provincial Planning and Development Office
Infrastructure Sector	Provincial Engineering Office
Hospital Management Sector	Provincial Hospital Management Services Office Pangasinan Provincial Hospital Western Pangasinan District Hospital Eastern Pangasinan District Hospital Urdaneta District Hospital Bayambang District Hospital Mangatarem District Hospital Lingayen District Hospital Asingan Community Hospital Bolinao Community Hospital Dasol Community Hospital Manaoag Community Hospital Mapandan Community Hospital Pozorrubio Community Hospital Umingan Community Hospital
Legislative Sector	Provincial Vice Governor's Office Office of the Provincial Board Secretary Office of the Provincial Board Members

- 5.1. **Each sector shall designate their team leader, who shall serve as the focal person of their sectoral group and shall be responsible for coordinating with offices and hospitals belonging to their respective sectors.** The designation of the team leader shall be done through writing and shall be submitted to the Office of the Provincial Administrator, copy furnished to the Human Resource Management and Development Office (HRMDO) and Provincial Planning and Development Office (PPDO).
- 5.2. The Sectoral Monitoring and Evaluation Team will meet monthly to discuss the implementation and progress of their programs, projects, and activities, as well as to address issues and concerns.



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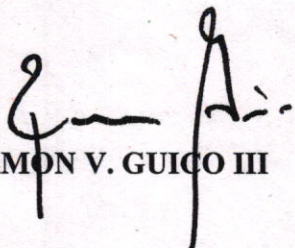
5.3. The Sectoral Monitoring and Evaluation Team shall prepare their monthly monitoring and evaluation reports and shall submit them to the Committee. They shall present the results of their monitoring and evaluation during the monthly management meeting.

SECTION 6. REPEALING CLAUSE. All Executive Orders or issuances inconsistent with the provision of this Executive Order are hereby repealed or modified accordingly.

SECTION 7. 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 8. EFFECTIVITY. This Executive Order shall take effect immediately.

SO ORDERED this 27th day of September, 2022, in Lingayen, Pangasinan.


RAMON V. GUICO III