



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER No. 35
SERIES OF 2023

**RECONSTITUTING THE PERFORMANCE MANAGEMENT TEAM (PMT)
OF THE LOCAL GOVERNMENT UNIT OF GOVERNMENT OF TRINIDAD –
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM**

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

WHEREAS, with the approval of the LGU-Trinidad's 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 as provided for in the approved LGU-Trinidad PMS.

NOW, THEREFORE, I, ATTY. ROBERTO C. CAJES, PhD, by virtue of the powers vested in me by law as Municipal of the Local Government Unit of Trinidad, hereby order the reconstitution of SPMS-PMT and other key players with their functions as follows:

I. COMPOSITION

A. THE PERFORMANCE MANAGEMENT TEAM (PMT)

TEAM LEADER : **DR. QUIRINO T. NUGAL, JR.**
MGDH-I (College Administrator)
Human Resource Management Officer Designate

MEMBERS : **ENGR. MARVIS G. DELLOSA**
MGDH-I (Municipal Planning and Development
Coordinator)

MS. MEDINA B. MACUA, MPA
MGDH-I (Municipal Budget Officer)

MS. SHERYL D. CELO, CPA, MPA
MGDH-I (Municipal Accountant)

MR. LEO G. PETARCO
Planning Officer I
Representative, 2nd Level Employees

MR. RYAN P. MAYOL
Administrative Aide III (Utility Worker II)
Representative, 1st Level Employees



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B. THE PMT SECRETARIAT

- Municipal Planning & Development Office

II. FUNCTIONS

A. THE PERFORMANCE MANAGEMENT TEAM (PMT)

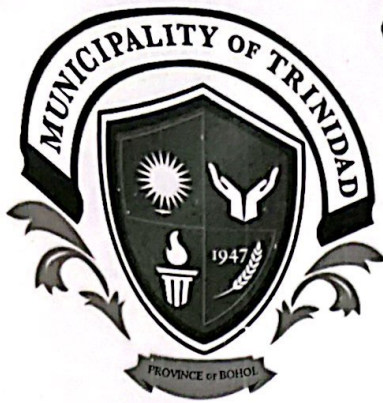
- Sets consultation meeting of all Heads of Officers for the purpose of discussing the targets set in the office performance commitment and rating form.
- Ensures that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of offices/units is rationalized.
- Recommends approval of the office performance commitment and rating to the Head of Agency.
- Acts as appeals body and final arbiter for performance management issued of the agency.
- Identifies potential top performers and provides inputs to the PRAISE Committee for grant of awards and incentives.
- 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.

ADDITIONAL FUNCTIONS:

- Recommends other measures/policies/interventions that will ensure compliance to and success of the LGU-Trinidad's SPMS.

B. THE SECRETARIAT

- Monitors submission of Department Performance Commitment and Review Form and schedule review/evaluation of Office commitments by the PMT before the start of a performance period.
- 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.



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- 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 hall includes participation of the Finance committee as regard budget utilization.
- Provides each office the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

III. EQUAL OPPORTUNITY PRINCIPLE

The Local Government Unit of Trinidad Performance targeting, evaluation and review shall be based on accomplishment and merit and not on employees age, gender, civil status, disability, religion, ethnicity, social status, income class, paternity and filiation, political affiliation, pregnancy or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job and equal employment opportunity.

The agency shall be more sensitive to the needs, situations, and circumstances of their employees and to strengthen the Equal Employment opportunity principle, the following consideration and support shall be provided such us but not limited to the following:

1. Assign targets or success measures to Senior citizen or differently-abled staff that will not prevent them to meet their targets efficiently due to their personal circumstances or situation.
2. Solo parents shall not be given targets that will separate them from their children for a long time.
3. Pregnant staff shall not be given difficult targets that may endanger their life as well as their baby. They may be given temporary job assignments as may be necessary to ensure safe pregnancy.
4. Employees belonging to the Indigenous Peoples shall not be given targets or activities that are in contrary with their cultural beliefs and practices.

During the Performance Review and Evaluation, the Performance Management Team and PMT-TWG shall conduct the review and evaluation based on accomplishment and not on the limitations and restrictions of the employees especially those under the specialized group.



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III. EFFECTIVITY

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

DONE this 11th day of July 2023 in Trinidad, Bohol, Philippines.


ATTY. ROBERTO C. CAJES, PhD
Municipal Mayor