EXECUTIVE ORDER NO. 92

Series of 2025

STRENGTHENING AND SUSTAINING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG

WHEREAS, Public Office is a Public Trust. It is a settled principle of law that municipal corporations are agencies of the State for the promotion and maintenance of local self-government and as such are endowed with the police powers in order to effectively accomplish and carry out the declared objects of its creation;

WHEREAS, a Local Government Unit is a political subdivision of the State which is constituted by law and possessed of substantial control over its own affairs to develop not only at its own pace and discretion but also with its own resources and assets. With its broadened powers and increased responsibilities, a local government unit must now operate on a much larger scale, including more extensive operations which entail more expenses;

WHEREAS, Article One, Section 444 (b) (1) (x) of Republic Act (RA) 7160, otherwise known as the Local Government Code of 1991, directs executive officials and employees of the municipality to faithfully discharge their duties and functions as provided by law;

WHEREAS, the Civil Service Commission (CSC) issued Memorandum Circular (MC) No. 6, series of 2012, otherwise known as the "Guidelines in the establishment and implementation of agency Strategic Performance Management System (SPMS)";

WHEREAS, the Municipal Government of Bayambang issued on October 8, 2014, Executive Order No. 10, series of 2014, institutionalizing the implementation of the SPMS, and approved by the CSC Lingayen Field Office.

WHEREAS, there is a need to sustain the implementation of the SPMS to ensure the realization of its stated objectives as aligned with the strategic and development goals of the LGU, including, among others, the accomplishment of the objectives and targets under our Comprehensive Development Plan, Executive-Legislative Agenda, and the Bayambang Poverty Reduction Action Plan;

WHEREAS, the Municipal Government of Bayambang issued Executive Order No. 06 series of 2022 on 03 February 2022 with the goal of strengthening the implementation of the SPMS to ensure alignment of and closely monitor our programs, projects, and activities to achieve our goals and objectives, both on the organizational and individual levels;

WHEREAS, sustaining the implementation of the SPMS entails updating of the members of the Performance Management Team (PMT) given its current organizational structure;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUAIMBAO, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby mandate the **STRENGTHENING AND SUSTAINING THE IMPLEMENTATION OF THE STRATEGIC PERFORMANCE**

MANAGEMENT SYSTEM OF THE MUNICIPAL GOVERNMENT OF BAYAMBANG, PANGASINAN:

SECTION I. SCOPE AND PURPOSE. This order shall be applicable to the Municipal Government of Bayambang.

SECTION II. RECONSTITUTION OF THE PMT. The PMT mandated under CSC MC 6 is hereby reconstituted as follows:

CHAIRPERSON	:	Municipal Administrator
VICE-CHAIRPERSON	:	Municipal Planning and Development Coordinator
MEMBERS	:	Municipal Budget Officer
		Municipal Human Resource Management Officer
		Municipal Treasurer
		Municipal Health Officer
		President, Balon Bayambang Employees' Association

SECTION III. REITERATION OF RESPONSIBILITIES. The following roles and corresponding responsibilities are reiterated in accordance with CSC MC 6:

Role	Responsibilities
SPMS CHAMPIONS **MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO** **Municipal Mayor** **(for the Executive)** **IAN CAMILLE SABANGAN** **Municipal Vice Mayor** **(for the Legislative)**	• Primarily responsible and accountable for the establishment of the SPMS. • Sets the organization's performance goals, objectives, and performance measures • Determines agency target setting period. • Reviews and approves office performance commitment and rating. • Reviews and approves the recommendation for the rating of the performance of offices • Reviews and approves recommendations on the high performance of offices. • Review and approve recommendations for agency training plan and budget based on consolidated individual performance development plans.
PERFORMANCE MANAGEMENT TEAM (PMT)	• Set a consultation meeting of all Heads of Offices to discuss the targets set in the Office Performance Commitment and Rating (OPCR) Form • Recommends office performance commitment and rating to the Head of Agency for approval • Ensures that Office performance targets, measures, and budget are aligned with the LGU Bayambang mandate and that work distribution of offices is rationalized.

	• Monitors and evaluates the effectiveness of the Agency SPMS every year and recommends improvements essential to its continued suitability to the needs of the Agency • Identifies top performers and provides inputs to the PRAISE Committee for grant awards and incentives. • Act as the appeals body and final arbiter for performance management issues of the agency • Adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities, including the setting of schedules and meetings, and deliberations.
MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR (As PMT Vice Chairperson and PMT Secretariat Head)	• Monitors submission of the Office Performance Commitment and Review Form and schedules the review/evaluation of Office Commitment by the PMT before the start of a performance period. • Monitor regular submission of progress or accomplishment reports of departments in accordance with set performance targets. • Consolidates reviews, validates, and evaluates the initial performance assessment of the Department Heads based on reported Office Accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Mayor or Vice Mayor shall determine the Final Office Rating. • Conducts an agency performance planning and review conference for the purpose of discussing the office assessment for the preceding performance period and planning for the succeeding range period with concerned Department Heads. This shall include the participation of the finance offices regarding budget utilization. • Prepare and recommend SPMS calendar for approval by the SPMS Champion • Provides each Department with the final Office Assessment to serve as their basis in the assessment of individual staff members. • Serve as the PMT Secretariat
HUMAN RESOURCE MANAGEMENT OFFICER	• Monitors submission of Individual Performance Commitment and REVIEW (IPCR) Form by Department Heads • Review IPCRFs to standardize performance targets among those holding similar positions and working under same conditions • Reviews the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office

	Performance Rating (OPCR) as recommended by the PMT and approved by the Mayor/Vice Mayor. • Prepares draft of communications for signature of the Mayor or Vice Mayor related to performance of individual employees, including; • Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans. • Organize interventions to equip Department Heads with competencies needed to perform their monitoring and coaching responsibilities. • Coordinated developmental interventions that will form part of HR plan

DEPARTMENT HEADS	• Assumes primary responsibility for performance management in his/her office.
	• Conducts strategic planning session with staff and agree on the outputs that should be accomplished based on the strategic goals/objectives of the organization
	• Submits the OPCR to the MPDO.
	• Reviews and approves commitments (targets) indicated in the Individual Performances Commitment and Review Forms before these are submitted to the HRMO at the start of the performance period.
	• Monitors closely the status of the performance of their subordinates and provides support and assistance through the conduct of coaching for the attainment of targets set by the Department.
	• Evaluates the performance of employees under his/her department.
	• Submits regular accomplishment report to the MPDO based on the prescribed timeline.
	• Informs employees of final rating and identifies necessary interventions for employees based on the assessment of developmental needs.
	  o Recommends and discusses developmental plans with subordinates who obtain unsatisfactory performance during the rating period, not later than one (1) month after the end of the said period. Recommends and discusses developmental plans with subordinates who obtain unsatisfactory performance during the rating period, not later than one (1) month after the end of the said period. A written notice that a succeeding Unsatisfactory performance shall warrant their separation from the service.
	  o Provides preliminary rating to subordinates showing Poor Performance not earlier than the

	third (3rd) month of the rating period. Prepares and discusses the Developmental Plans for subordinates with a Poor Performance rating. A written notice shall be issued that failure to improve their performance shall warrant their separation from the service
INDIVIDUAL EMPLOYEES	• Act as partners of management and their co-employees in meeting organizational performance goals

SECTION IV. REGULAR REMINDER ON PERFORMANCE. The HRMO is hereby directed to ensure the regular conduct of refresher or reorientation among all employees and officials on the proper implementation of SPMS.

SECTION V. STRENGTHENED MONITORING AND EMPLOYEE CAPACITY BUILDING TO ACHIEVE RESULTS.

A. Department and Unit Heads are hereby directed to perform regular meetings and coaching sessions to document success and opportunities for learning to improve performance. Department and Unit Heads will submit coaching journals using the GROW template at a minimum of once every quarter to the HRMO.

B. The MPDO shall regularly remind all LGU departments and units to submit monthly accomplishment reports to monitor accomplishment of milestones relative to semestral (e.g., office performance commitments), annual (e.g., annual investment program), and mid-term plans (e.g., Executive and Legislative Agenda, Bayambang Poverty Reduction Plan).

SECTION VI. EFFICIENT AND HARMONIZED IMPLEMENTATION. The ICT Officer is hereby directed to support the HRMO, the MPDC, and other offices in the efficient, effective, and sustained implementation of the SPMS. Among others, the ICTO shall:

A. Provide technical assistance, including training, mentoring, and shadowing as necessary, to the HRMO, the MPDC, and other specified roles in CSC MC6 for the proper implementation of the SPMS.

B. Assist the MPDC in the rationalization and harmonization of planning and monitoring processes of high-level plans, including, among others, the Comprehensive Development Plan, Annual Investment Plan, Executive-Legislative Agenda, and the Bayambang Poverty Reduction Action Plan, with the goal in mind of reducing reporting fatigue and ensuring results.

C. Develop an online system that shall support the management and implementation requirements of the SPMS, as mandated in CSC MC 6.

SECTION VII. TRANSITIONARY PROVISIONS. Within 15 calendar days of issuance of this EO:

A. The MPDO is directed to issue a memorandum on the submission of SPMS forms, including OPCRs and accomplishment reports with their prescribed templates and reporting timelines.

B. The HRMO is directed to issue a memorandum to all employees through their respective Department and Unit Heads to inform them of timelines and prescribed templates to comply with the provisions of SPMS.

SECTION VIII. DATA PRIVACY. Individual performance ratings are considered sensitive personal information and shall be secured in accordance with the provisions of the Data Privacy Act of 2012.

SECTION IX. SANCTIONS. Non-compliance with any provisions of this Executive Order shall be subject to sanctions as indicated in CSC MC 6.

SECTION X. SEPARABILITY CLAUSE. If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION XI. REPEALING CLAUSE. All other orders, rules, regulations, and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended, or modified accordingly.

SECTION XII. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately and will continue until amended or revoked.

Let copies of this Order be furnished to all Offices and Departments for their information and guidance.

DONE in the Municipality of Bayambang, Pangasinan, Philippines, this 31st day of July 2025.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

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