



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 10 Series of 2025

AN ORDER RECONSTITUTING THE PERFORMANCE MANAGEMENT TEAM (PMT) OF THE MUNICIPAL GOVERNMENT OF MONCADA

WHEREAS, the Civil Service Commission (CSC) as the central human resource management agency of the Philippine bureaucracy is constitutionally mandated to adopt measures to promote morale, efficiency, integrity, responsiveness and courtesy in the civil service. It is likewise tasked to institutionalize a management climate conducive to public accountability.

WHEREAS, the Commission issued Resolution No. 1200481 dated March 16, 2012 and Memorandum Circular No. 6 Series of 2012, prescribing the Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS).

WHEREAS, the Strategic Performance Management System (SPMS) shall focus on linking individual performance vis-à-vis the organizational vision, mission and strategic goals;

WHEREAS, the Municipal Government of Moncada constitutes the Strategic Performance Management System (SPMS) Team to ensure and enhance productivity by using performance targets and standards attuned to organizational goals and mandate;

WHEREAS, in order to effectively carry out the functions of the SPMS Team there is a need reconstitute its membership;

WHEREAS, changes in the composition thereof have taken place, and it is necessary to reflect these changes through the issuance of a new executive order to that effect;

NOW, THEREFORE, I, RAMON BENITO M. AQUINO, Municipal Mayor of Moncada, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. COMPOSITION. The Performance Management Team of the municipal government of Moncada is hereby reconstituted and shall be composed by the following members, to wit:

SPMS Champion : **HON. RAMON BENITO M. AQUINO**
Municipal Mayor

Performance Management Team (PMT)

Chairperson : **DR. PETER LOUIE R. TAMAYO**
Municipal Health Officer

Members : **MR. CRISTOPHER JOHN B. PABO**
MHRMO

MR. VON MARK D. CORPUZ
Municipal Accountant

MS. RULINA GRACE F. BERMUDEZ
MPDC

MR. EDUARDO D. BALGOS, JR.
MAO



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MS. IVY MADRIAGA-DAMO

Admin. Officer V (2nd Level Representative)

MS. JAZREEL A. FERNANDEZ

LDRRM Asst. (1st Level Representative)

Secretariat : Municipal Planning and Development Office

SECTION 2. FUNCTIONS OF THE SPMS CHAMPION. The following are the functions and responsibilities of the SPMS Champion:

1. Primarily responsible and accountable for the establishment and implementation of the SPMS;
2. Sets agency performance goals/objectives and performance measures;
3. Determines agency target setting period;
4. Approves performance commitment and rating;
5. Assesses performance of offices.

SECTION 3. FUNCTIONS OF THE PERFORMANCE MANAGEMENT TEAM (PMT).

Performance Management Team shall have the following duties, functions, and responsibilities:

1. Sets consultation meeting of all Heads of Officers for the purpose of discussing the targets set in the office performance commitment and rating form;
2. 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;
3. Recommends approval of the office performance commitment and rating to the Head of Agency;
4. Act as appeals body and final arbiter for performance management issues of the agency;
5. Identifies potential top performers and provides inputs to the PRAISE Committee for grant of awards and incentives;
6. 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;
7. Recommends other measures/policies/interventions that will ensure compliance to and success of the municipals SPMS.

SECTION 4. FUNCTIONS OF THE PMT SECRETARIAT. The following are the functions and responsibilities of the SPMS Secretariat:

1. Monitors submission of the Office Performance Commitment and Review Form and schedule review/evaluation of Office commitments by the PMT before the start of a performance period;
2. Consolidate reviews, validates and evaluates the initial performance assessment of the Heads of Offices based on reported office accomplishments against 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;
3. 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 Heads of Offices. This shall include participation of the Finance committee as regard budget utilization;
4. Provides each office the final office assessment to serve as basis of offices in the assessment of individual staff members;



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SECTION 5. FUNCTIONS OF THE HUMAN RESOURCE MANAGEMENT OFFICE.

The following are the functions and responsibilities of the Human Resources Management Office (HRMO):

1. Monitors submission of Individual Performance Commitment and Review Form by heads of offices;
2. 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 as recommended by the PMT and approved by the Municipal Mayor;
3. Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans;
4. Coordinates developmental intervention that will form part of the HR Plan.

SECTION 6. REPEALING CLAUSE. All orders inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

SECTION 7. SEPARABILITY CLAUSE. In the event any provision found herein shall be deemed as illegal or administratively declared infirm, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 8. EFFECTIVITY. This Executive Order shall take effect immediately upon signing.

Issued this 15th day of July 2025 in Moncada, Tarlac.

SO ORDERED.


RAMON BENITO M. AQUINO
Municipal Mayor