



Republic of the Philippines  
Province of Bulacan  
**MUNICIPALITY OF SANTA MARIA**



**EXECUTIVE ORDER NO. 045-2024**

**AN EXECUTIVE ORDER REORGANIZING THE PERFORMANCE MANAGEMENT TEAM (PMT) OF  
THE LOCAL GOVERNMENT UNIT OF SANTA MARIA, BULACAN AND PROVISION OF  
ADDITIONAL FUNCTIONS THEREOF.**

**WHEREAS**, the Civil Service Commission issued Memorandum Circular No. 6, s. 2012 and Resolution No. 1200481 dated March 16, 2012, entitled "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)";

**WHEREAS**, Part I, Section V, Paragraph of the said Memorandum Circular requires every government agency to establish a Performance Management Team that will perform the functions and responsibilities stated herein;

**NOW THEREFORE, I, BARTOLOME R. RAMOS**, Municipal Mayor of Santa Maria, Bulacan by virtue of the powers vested in me, by pertinent laws, do hereby order the reorganization of the PERFORMANCE MANAGEMENT TEAM (PMT) of the Municipal Government of Santa Maria, Bulacan to be composed of the following:

**CHAIRPERSON** : **HON. BARTOLOME R. RAMOS** (or duly authorized representative)  
Municipal Mayor

**MEMBERS** : **MR. PRIMO F. SANTOS, JR.**  
Municipal Human Resource Management Officer

**MRS. REBECCA S. HIPOLITO**  
Human Resource Management Officer III

**MR. RODELIO A. BERNARDO**  
Municipal Planning and Development Coordinator

**MRS. ELIZABETH B. MENDOZA**  
Municipal Accountant

**MS. ALELIE B. RAMOS**  
Municipal Treasurer

**MR. RUEL C. DEL ROSARIO**  
Representative of Employees Association

**SECRETARIAT** : Municipal Planning and Development Office

**Section 1. Functions and Responsibilities of the Performance Management Team (PMT).**

The Performance Management Team (PMT) shall perform the following duties and responsibilities:

- ❖ Sets consultation meeting of all Heads of Offices for the purpose of discussing 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;





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- ❖ Recommends approval of the office performance commitment and rating to the Head of Agency;
- ❖ Acts as appeal body and final arbiter for performance management issues of the agency;
- ❖ Identifies potential top performers and provide 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;
- ❖ Formulates customized criteria, guidelines and tools for setting performance standards;
- ❖ Develops tools that will track the efficiency of the Performance Management process;
- ❖ Ensures that performance management is in place and strictly adheres to fair appraisal under which no advancement is blocked or favoured and there shall be no discrimination on the account of age, sex, sexual orientation, gender, identity, civil status, disability, religion, ethnicity or political affiliation.
- ❖ Ensures that assessment of performance standards shall be clearly related to departmental/section objectives;
- ❖ Judgements shall be demonstrably based on objective evidence and where appropriate, recognize initiative, leadership and or contribution to teamwork.
- ❖ Fair consideration in setting targets and in the evaluation of accomplishments shall be given to individuals with different skills and abilities without making judgements based on stereotypes or on characteristics. These characteristic include sex, age, race, disability, pregnancy or marital status.

**Section 2. Additional Roles of the Performance Management Team (PMT).** The PMT shall have the following additional roles:

- The PMT members shall attend the Quarterly Management Committee meetings and provide an update of the accomplishment of the office;
- PMT members shall formulate customized guidelines on the Performance Management System with EOP, on the effectiveness and efficiency of PM standards/policies;
- PMT members shall cross validate the accomplishment submitted to the Planning Office;





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- PMT shall formulate calibration guidelines and consolidate approved dimensions/standards and rating scale on all outputs;
- The PMT shall develop, improve and enhance performance monitoring and tracking tools;
- The PMT shall craft SPMS Calendar and ensure its strict compliance.

**Section 2. Functions and Responsibilities of the Secretariat.** The Secretariat shall have the following duties and responsibilities:

- ❖ Monitors submission of Office Performance Commitment and Review Form and schedule the 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 (Department Heads/ Unit 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 Municipal Mayor who shall determine the final Office rating.
- ❖ 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 (Department Heads/Unit Heads). This shall include participation of the Financial Office as regards budget utilization.
- ❖ Provides each Office (Department/Unit) with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

**Section 3. Functions and Responsibilities of the Human Resource Management Office.** The Human Resource Management Office shall have the following functions and responsibilities:

- ❖ Monitors submission of Individual Performance Commitment and Review Form by heads of offices.
- ❖ Review 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.
- ❖ Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.



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- ❖ Coordinates developmental interventions that will form part of the HR Plan.

**Section 4.Repealing Clause.** –All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

**Section 5.Effectivity Clause.**–This Executive Order shall takes effect immediately.

Done this 20<sup>th</sup> day of August, 2024 at Local Government Unit of Santa Maria, Province of Bulacan.

  
**BARTOLOME R. RAMOS**  
Municipal Mayor

