



REPUBLIC OF THE PHILIPPINES  
CITY OF ISABELA

Province of Basilan

Office of the City Mayor

Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines



**EXECUTIVE ORDER NO. 01  
SERIES OF 2021**

**REORGANIZING THE COMMITTEES / TEAMS ON THE  
STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS)  
OF THE CITY GOVERNMENT OF ISABELA, BASILAN**

**WHEREAS**, among the mandatory human resource system under the Revised Administrative Code of 1987 is the Performance Evaluation System which shall be administered in accordance with rules and regulations and standards promulgated by the Civil Service Commission. Such performance evaluation system shall be administered to continually foster the improvement of individual employee efficiency and organizational effectiveness;

**WHEREAS**, through the years, the CSC has implemented several performance evaluation/appraisal systems. These systems, however, focus only on individual appraisals which are pre-requisites for promotion and other personnel actions including separation and performance based incentives. The link between appraisals and personnel actions and incentives and the lack of a parallel system to enable validation/comparison between organizational effectiveness and employee performance resulted to low system integrity due to its unreliability and subjectivity;

**WHEREAS**, to address the gaps and weaknesses found in previous performance evaluation systems, the CSC pilot tested the Strategic Performance Management System or the SPMS. The SPMS focuses on measures of performance results that are reviewable over the period of the implementation of the agency road map vis-à-vis targeted milestones and provides a scientific and verifiable basis in assessing organizational performance and the collective performance of the individuals within the organization

**WHEREAS**, the Strategic Performance Management System (SPMS) strengthened the culture of performance and accountability in the Civil Service.

**WHEREAS**, CSC Memorandum Circular No. 6, series of sets the guidelines in the establishment and implementation of agency Strategic Performance Management System (SPMS);

**NOW THEREFORE**: By virtue of the powers vested in me, I, **SITTI DJALIA A. TURABIN-HATAMAN**, City Mayor of Isabela, Basilan hereby creates the committees/teams on the **STRATEGIC PERFORMANCE MANAGEMENT SYSTEM (SPMS) OF THE LOCAL GOVERNMENT UNIT OF ISABELA, BASILAN**, as follows :

**SPMS KEY PLAYERS AND ITS RESPONSIBILITIES:**

**A. SPMS CHAMPION** - **SITTI DJALIA A. TURABIN-HATAMAN**  
City Mayor



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#### **DUTIES:**

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 office performance commitment and rating
5. Assesses performance of Offices

#### **B. PERFORMANCE MANAGEMENT TEAM (PMT)**

CHAIRMAN	-	MR. JOEL L. ZANORIA City Administrator
MEMBERS	-	MS. ROSELLA T. LUNA Acting City Human Resource Management Officer
	-	MR. EDGARDO C. HALASAN City Planning & Development Coordinator
	-	MS. AMELITA M. DUMDUM Acting City Budget Officer
	-	MS. VILMA S. ALCANTARA President, Isabela City Employees Association

#### **The PMT shall have the following functions and responsibilities:**

1. Set consultation meeting of all Department Heads for the purpose of discussing the target set in the City Government commitment and rating form;
2. Ensure that Department Head performance targets and measures as well as the budget are aligned with those of the City Government and the work distribution is rationalized;
3. Recommend approval of the Department performance commitment and rating to the Local Chief Executive (LCE);
4. Act as appeals body and final arbiter for performance management issues of the LGU;
5. Identify potential top performer and provide inputs to the PRAISE Committee for grants of awards and incentives;
6. Adopt 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 members.

#### **C. PLANNING OFFICE**

The Planning Office shall serve as the PMT secretariat.





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- 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 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 Head of Agency 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. This shall include participation of the Financial Office as regards budget utilization.
- Provides each Office with the Office Assessment to serve as basis of offices in the assessment of individual staff members.

#### **D. HUMAN RESOURCE MANAGEMENT OFFICE**

- Monitors submission of Individual Performance Commitment and Review Form by heads of offices.
- 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 Head of Agency.
- Provides analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans.
- Coordinates developmental interventions that will form part of the HR Plan.

#### **E. HEAD OF OFFICE**

1. Assumes primary responsibility for performance management in his/her Office
2. Conducts strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office
3. Reviews and approves individual employee's Performance Commitment and review forms for submission to the HRM Office/Personnel Office before the start of the performance period.
4. Submits a quarterly accomplishment report to the Planning Office based on the PMS calendar
5. Does initial assessment of office's performance using the approved Office Performance Commitment and Review form
6. Determines final assessment of performance level of the individual employees in his/her office based on proof performance
7. Informs employees of the final rating and identifies necessary interventions to employees based on the assessment of developmental needs.
8. Recommends and discuss a developmental plan with the subordinates who obtain Unsatisfactory performance during the rating period not later than one (1) month after the end of the said period and prepares written notice/advice to



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subordinates that a succeeding Unsatisfactory performance shall warrant their separation from the service.

9. Provides preliminary rating to subordinates showing Poor performance not earlier than the third (3) month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice that failure to improve their performance shall warrant their separation from the service.
10. Rationalizes distribution of targets/tasks
11. 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 Division/Unit and individual employee
12. Assesses individual employees' performance
13. Recommends developmental intervention

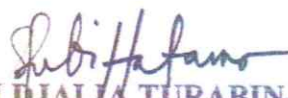
#### **F. INDIVIDUAL EMPLOYEES**

1. Acts as partners of management and their co-employees in meeting organizational performance goals

#### **EFFECTIVITY:**

This Executive Order takes effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Issued this 20th day of January 2021, in the City of Isabela, Basilan.

  
**SITTI DJALIA TURABIN-HATAMAN**  
City Mayor

RELEASED

BY: Ad

DATE: Jan 20, 2021

TIME: 2:50pm

CITY OF ISABELA