



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: mayorsoffice@pinamalayan.gov.ph

Telephone No.043-284-7146

EXECUTIVE ORDER NO.41-2023

AN ORDER RECONSTITUTING THE PERFORMANCE MANAGEMENT TEAM OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, the Civil Service Commission, 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, 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 Commission. Such performance evaluation system shall be administered to continually foster the improvement of individual employee efficiency and organizational effectiveness;

WHEREAS, Section 5 of Administrative Order No 241 series of 2008 provides that agencies shall institute a Performance Evaluation System based on objectively measured output and performance of personnel units, such as the Performance Management System-Office Performance Evaluation System developed by the CSC;

WHEREAS, pursuant to Civil Service Commission Memorandum Circular No. 6, series of 2012, the Commission has directed all government units to establish and implement the Agency Strategic Performance Management System (SPMS);

WHEREAS, the Performance Management Team of Pinamalayan, Oriental Mindoro was crated by virtue of Executive Order No. 43-2022 dated October 11, 2022;

WHEREAS, considering also the present organizational set-up of the Municipal Government of Pinamalayan, there is a need to reconstitute and/or strengthen the Performance Management Team, which shall compose primarily of personnel from the different departments/offices.

NOW, THEREFORE, I, ARISTEO A. BALDOS, JR, Local Chief Executive of Municipality of Pinamalayan, Oriental Mindoro by virtue of the powers vested in me by law, do hereby order the reconstitution of Performance Management Team of Pinamalayan, Oriental Mindoro, as follows:

Section 1. COMPOSITION. The Performance Management Team shall be composed of the following:

SPMS CHAMPION:

HON. ARISTEO A. BALDOS, JR. - Municipal Mayor

PMT CHAIRPERSON:

ENP ROSENIO A. TORIANO - Municipal Planning and Development Coordinator

REGULAR MEMBERS:

MS. NEMIA B. MONSANTO - MGDH-I HRMO
MR. DANNY S. VILLACRUSIS - Municipal Agriculturist
MR. EDWIN C. MICIANO - MGDH I – BPLO
MR. PLARIDEL S. CUPIADO - Municipal Treasurer
MS. GRACE EUNICE F. FABELLA - MSWD Officer
MS. MA. CORAZON F. MARAYAN - LSO II/ PIMEA Representative





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EXPANDED MEMBER:

MR. JAN- NEIL H. EVANGELISTA	- Senior Admin Assistant I, MPDO/ PMT Team Leader
MS. ANNE MARIELLE G. ABRENICA	- Administrative Officer II, SOD/ OPCR Head Validator
MR. NORMAN M. DELA CRUZ	- Administrative Officer II, ZOD/ OPCR Head Calibrator
MS. JULIE ANN G. ABLING	-Administrative Aide VI, HRMO/ - IPCR Head Validator/Calibrator
ENP ORLEX H. MARAYAN	- Development Management Officer IV, MPDO
MS. HIDY C. FLORES	- Engineer III, MAgO
MS. MARICEL M. RODIL	- Social Welfare Officer III, MSWDO
MS. AYREEN A. PAUNILLAN, RM	- Midwife II, MHO
MS. LYN T. OZAR	- Administrative Officer III, MAdO
MS. MICHELLE M. SULIT	- Market Specialist I, MOD
MR. EDISON A. DELAS ALAS	- LDRRM Officer I, MDRRMO
ENGR. MAY ANNE L. BRIONES	-Environmental Mgt. Specialist I, MENRMD
MR. AEVAN HAESEN A. PALUSTRE	- Administrative Officer II, MTO
MR. JHON FIEL P. PRIVADO	- Administrative Assistant I, MO
MS. MARY ANN JOYCE FRASDILLA	- Administrative Assistant I, MEO
MS. KATHRIN FAYE M. DELOS SANTOS	- Administrative Aide VI, OVM
MS. RIZZA S. DELA VEGA	- Administrative Aide VI, BPLO
MR. PAUL JOHN D. MAMPUSTI	- Administrative Aide VI, SOD
MS. MARIA ANGELE ANN C. ALIMURONG	- Administrative Aide VI, MAccO
MS. CAMILLE M. MALACAS	- Administrative Aide V, HRMO
MS. MARIA ANNA S. AGUILAR	- Administrative Aide IV, MBO
MS. MARIA JENNEZA C. MAGADIA	- Administrative Aide IV, MAssO
MS. CECILIA M. NABONG	- Administrative Aide III, MCR
MS. LIEZEL F. MAGNAYE	- Administrative Aide III, GSO
MR. KEN EDWARD N. MEJICO	- Internal Audit Services (IAS) Focal, MO
MS. NORLITA F. FADRIQUELA	- Administrative Aide III, SCO
MS. JOYCE MARIE M. SELDA	- Computer Operator I, THDD

Section 2. DUTIES AND FUNCTIONS. The Performance Management Team shall perform the following duties and functions:

1. Sets consultative meetings with the different Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form (OPCR);
2. Ensures that the office performance targets and measures, as well as the budget are aligned with those of the agency;
3. Recommends approval of the office performance commitment and rating to the Head of Agency;
4. Acts as appeals body and final arbiter for performance management issues of the agency;
5. Identifies potential top performers and provide 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; and





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7. Performs such other duties and functions as may be authorized by law.

Section 3. SECRETARIAT. The Human Resource Management Office shall serve as the secretariat of the PMT. The Secretariat shall assist the PMT members in the exercise of its functions like the recording of its proceedings, transcribing the records of the proceedings, preparation and furnishing of notices, memoranda, preparation of terminal report, and performing other administrative functions.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 5th day of **October 2023** in the Municipality of Pinamalayan, Oriental Mindoro.

ARISTEO A. BALDOS, JR.
Municipal Mayor

