



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 25
Series of 2019

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 26, SERIES OF 2017,
WHICH AMENDED EXECUTIVE ORDER NO. 36, SERIES OF 2014,
ORDAINING THE CREATION OF THE PERFORMANCE MANAGEMENT TEAM OF
THE CITY GOVERNMENT OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS, AND
PROVIDING, FURTHERMORE, FOR THE CREATION OF
A TECHNICAL WORKING GROUP AND SECRETARIAT**

WHEREAS, Executive Order No. 26, Series of 2017, issued on 23 November 2017, provided for amendments to Executive Order No. 36, Series of 2014, issued on 24 November 2014, specifically on the matter of the composition of the Performance Management Team of the City Government of Muntinlupa;

WHEREAS, there is a need to amend Executive Order No. 26, Series of 2017, inasmuch as the composition has changed and the names of the members require updating;

WHEREAS, the individuals therein are named as members by virtue of the function of the office they occupy, respectively; henceforth, in the event of a certain member's resignation, replacement, substitution, incapacity, or similarly situated impediment, the next person to occupy such position or the successor shall automatically become a member of the PMT, without prejudice, however, to an executive decision providing otherwise;

WHEREAS, the creation of a Technical Working Group and the naming of the members of the Secretariat shall likewise be beneficial to the PMT in the discharge of its functions;

NOW, THEREFORE, I, Jaime R. Fresnedi, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

YAN ANG TAMAYAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



Section 1. Re-creation and Re-composition.

The Performance Management Team (PMT, *for brevity*) of the City Government of Muntinlupa is hereby re-created, and it shall be composed of the following individuals with the corresponding designations, namely:

- | | | | |
|----|--|---|-------------------|
| a. | Engr. Allan A. Cachuela,
City Administrator | : | Chairperson; |
| b. | Louisito A. Arciaga,
Chairperson, Committee on Personnel Administration
Sangguniang Panlungsod | : | Vice Chairperson; |
| c. | Noel A. Cadorna,
City Planning and Development Office | : | Member; |
| d. | Atty. Roderick B. Tagnia,
City Human Resources Management Department | : | Member; |
| e. | Lualhati S. Morales,
City Budget and Management Department | : | Member; |
| f. | Judith Paguiligan Duhac,
Representative, First Level Employees | : | Member; and |
| g. | Josephine Concepcion O. Suitado,
Representative, Second Level Employees | : | Member. |

Section 2. Functions of the PMT.

The PMT shall perform the following functions, namely:

- a. Oversee the implementation of the Strategic Performance Management System (SPMS);
- b. Review periodically the Office Performance Commitment and Review (OPCR), from the time of its drafting and inception to the time of submission thereof from each department and office;
- c. Ensure that office performance measures and corresponding budget are aligned with those of the City Government's and that work distribution among departments and offices is rationalized;
- d. Work closely with the City Planning and Development Office and the City Human Resources Management Department on ways to smoothen the planning, facilitation, consolidation and analysis of OPCR's and IPCR's, and related documents; and

YAN ANG TAMA YAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



- e. Perform such other functions as may be directed by competent authority, or as may be necessary to achieve the foregoing.

Section 3. Functions of the City Planning and Development Office.

In close coordination with the PMT, the City Planning and Development Office (CPDO) shall perform the following functions, namely:

- a. Monitor the submission of the OPCR Form and schedule the review and evaluation of the Office Commitments by the PMT before the start of the performance period;
- b. Consolidate, review, validate and evaluate the initial performance assessment of the Heads of the Offices based on reported Office Accomplishments against the success indicators, and the allotted budget against the actual expenses;
- c. Conduct a City Government 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 Departments and Offices. This shall include participation of the Financial Office as regards budget utilization;
- d. Provide each office with the financial Office Assessment to serve as basis of the offices in the assessment of individual staff members.

Section 4. Functions of the City Human Resources Management Department.

Further to Section 3 above, the City Human Resources Management Department (CHRMD), in support of the PMT, shall perform the following functions, namely:

- a. Monitor the submission of IPCR Forms by Heads of Departments and Offices;
- b. Review the Summary List of Individual Performances 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 Department or Office;
- c. Provide analytical data on retention, skill and competency gaps, and talent development plans that align with strategic plans; and
- d. Coordinate developmental interventions that form part of the Human Resources Plan.

YAN ANG TAMA YAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



Section 5. Technical Working Group.

The Technical Working Group (TWG, *for brevity*) is hereby re-created, and it shall be composed of the following individuals, namely:

- a. Ana Carmela M. Ilagan,
- b. Bianca Jireh T. Sagum,
- c. Pamela Gianne A. de Guia,
- d. Arch. May L. Santiago,
- e. Ruth Ann Marie H. San Juan,
- f. Shelly E. Diego,
- g. Mar Allen M. Baga,
- h. Christian Mark S. San Juan
City Planning and Development Office Members;
- i. Jhoanabeth M. Panganiban,
Office of the City Administrator Member;
- j. Marnelle Z. Mesina,
City Budget and Management Department Member;
- k. Margie Kristal N. Suyat,
Pamantasan ng Lungsod ng Muntinlupa Member;
- l. Vea Carla R. Lendez,
Ospital ng Muntinlupa Member;
- m. Fatima Nikka P. Salvania,
Department of Internal Audit Member;
- n. Alma T. Santa Maria,
Social Services Department Member;
- o. Atty. Mark Lawrence V. Banzon,
Environmental Protection and Natural Resources Office Member;
- p. Engr. Romar U. Dagupan,
City Engineering Department Member;
- q. Engr. Daniel Jay M. Calma,
Office of the City Building Official Member;
- r. Rinalyn B. Quiambao,
Business Permits and Licensing Office Member;
- s. Mary Alexis G. Tolentino,
Muntinlupa Scholarship Program Member;

YAN ANG TAMA YAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



- | | | |
|----|--|---------|
| t. | Leonor S. Tubon,
City Health Office | Member; |
| u. | Shienna P. Hernandez,
Urban Poor Affairs Office | Member; |
| v. | Leomar A. de la Cruz,
Disaster Risk Reduction and Management Office | Member; |
| w. | Mary Anne I. Simon,
Office of the City Mayor | Member. |
| x. | Elizabeth A. Gaviola, | |
| y. | Rebeca P. Ramos,
City Human Resources Management Department | Member. |

Section 3. Functions of the TWG.

The TWG shall perform the following functions, namely:

- a. Assess and evaluate the contents of the Individual Performance and Commitment Review (IPCR, *for brevity*) of all concerned employees of the City Government, and, in the same vein, the Office Performance and Commitment Review (OPCR, *for brevity*) of all departments and offices of the City Government;
- b. Recommend to the PMT the following:
 - i. the validity and feasibility of the written target outputs, and introduce changes, if warranted;
 - ii. the continuation or severance of the employment of an individual, based on the performance rating, including the attendance, tardiness and job description, as stated in the IPCR;
 - iii. the introduction of any change in the OPCR of a department or office, if necessary; and
- c. Perform such other functions as may be necessary to achieve the foregoing, or as may be directed by competent authority.

Section 4. Secretariat.

The Secretariat shall be composed of the following individuals, namely:

- a. Mildred P. Andaleon,
City Planning and Development Office;
- b. Lorraine Anne P. Reyes, and

YAN ANG TANAWA YAN ANG MUNTINLUPA!



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



- c. Thelma B. Mayuga
City Human Resources and Management Department.

Section 5. Functions of the Secretariat.

The Secretariat shall perform the following functions, namely:

- a. Issue the Notices of Meeting, whether regular or special, to all members;
- b. Prepare the logistical requirements of said meeting;
- c. Prepare, disseminate and file Minutes of Meeting;
- d. Prepare, send out and file correspondences; and
- e. Perform such other functions as may be needed.

Section 6. Repealing Clause.

All orders and directives inconsistent with any provision herein found shall be deemed revoked, rescinded or amended accordingly.

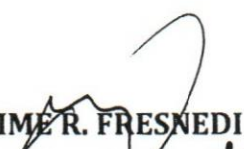
Section 7. Separability Clause.

All provisions herein found judicially declared illegal or infirm shall not affect untouched provisions.

Section 8. Effectivity Clause.

This Executive Order shall take effect immediately upon signing, and it shall remain in full force until revoked, rescinded or amended accordingly.

DONE AND EXECUTED on this 25th day of September 2019 in the City of Muntinlupa.


JAIME R. FRESNEDI
City Mayor ✱

YAN ANG TAMAYAN YAN ANG MUNTINLUPA!