



Republic of the Philippines
Department of Environment and Natural Resources
REGION IV- MIMAROPA
Provincial Environment and Natural Resources Office
Calapan City, Oriental Mindoro

REGIONAL SPECIAL ORDER

No. _____
Series of 2023

**SUBJECT: CREATION OF PERFORMANCE MANAGEMENT TEAM
(PMT) OF DENR ORIENTAL MINDORO PURSUANT TO CSC
MC NO.6. S.2012**

In the interest of the service and to establish a performance management system that will ensure the link between individual targets and strategic thrusts of the organization and pursuant to Civil Service Commission (CSC) Memorandum Circular No. 6 series of 2012, a Performance Management Team (PMT) is hereby created as follows:

Chairperson	:	Alan L. Valle OIC-PENRO
Vice- Chairpersons	:	Maricel V. Supleo Chief, Management Services Division Alma E. Gibe Chief, Technical Services Division
Members	:	Amor D. Asi Chief, Conservation and Development Section Delia T. Almarez Chief, regulations and Permitting Section Rick U. Dumadag Chief, Monitoring and Enforcement Section Corazon E. Pudiquet Chief, Planning Section Marites B. Landicho In-charge, Budget Unit Nestor N. Cuasay Representative, Rank and File Employee CENRO Concerned
Secretariat	:	Planning Section Administrative Unit



The task of the PMT shall include but not limited to the following:

Functions and Responsibilities of the PMT

1. Monitors the Physical and Financial Performance of each delivery sections/ units;
2. Sets consultation meetings of all Heads of the Offices for the purpose of formulating the guidelines on the establishment and implementation of the SPMS;
3. Ensures that the office performance targets and measures as well as the budget, are aligned with those of the agency and that work distribution of the offices/ units is rationalized;
4. Recommends approval of the office performance commitment and rating to the Regional PMT;
5. Acts as appeal body and final arbiter for performance management issues of the agency;
6. Identifies potential top performers and provides inputs to the DENR PRAISE Committee for grant of awards and incentives; and
7. Adopts internal rules and procedures including calibration of performance rating, schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

Functions and Responsibilities of the Secretariat

a. Planning Section

1. Monitor the submission of OPCR and schedule the review/ evaluation of Office Commitments by the PMT before the start of the performance period;
2. Review, validates and evaluates the initial performance assessment of Offices based on the 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 the PMT's recommendation to the Regional Office;
3. Consolidates the accomplishments of the office performance and results assessment for the submission to the top management;
4. Conducts performance planning and review conference semi-annually for the purpose of discussing the office assessments for the proceeding performance period and plans for the succeeding rating period with the concerns Head of Offices. This includes participation of Finance Unit as regards fund utilization; and
5. Provides each Office with the final Office Assessment rating to serve as basis in the incentives of individual performers.

b. Administrative Unit

1. Monitors submission of Individual Performance Commitment and Review of every employee;
2. Provides analytical data on retention, skill competency gaps, and talent development plans that align with strategic plans;




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3. Reviews the summary of 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 Office; and
4. Coordinates development intervention that will form part of the HR Plan.

This Order takes effect immediately.

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director

Recommending Approval:


ALAN L. VALLE
OIC-PENRO