



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SOLSONA**  
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## **OFFICE OF THE MUNICIPAL MAYOR**

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### **EXECUTIVE ORDER NO. 031 Series of 2019**

#### **REORGANIZING THE COMPOSITION OF THE PERFORMANCE MANAGEMENT KEY PLAYERS OF THE MUNICIPALITY OF SOLSONA, ILOCOS NORTE AND PROVIDING THE FUNCTIONS OF THE KEY PLAYERS AND STAKEHOLDERS HEREOF**

**WHEREAS**, there is a need to reorganize the composition of the Performance Management Key Players of the Municipality of Solsona, Ilocos Norte which was constituted in line with the Strategic Performance Management System of the Municipality.

**WHEREAS**, there is a need to reorganize the composition of the Performance Management Key Players of the Municipality of Solsona, Ilocos Norte due to the change of local officials brought about by the local and national elections last May 13, 2019;

**NOW THEREFORE**, I Joseph E. de Lara, Municipal Mayor of Solsona, Ilocos Norte by virtue of the power and authority vested in me by law, do hereby order:

**Section 1.** The composition of the Strategic Performance Management System shall be:

<b>SPMS Champion</b>	-	Hon. Joseph E. de Lara	- Municipal Mayor
<b>SPMS Secretariat</b>	-	Hon. Plaveni M. Gonzalez	-HRMO
		Mr. Alfonso Jeziel de los Reyes	-Private Secretary II

**Section 2. Composition.** The composition of the Performance Management Key Players of the Municipality of Solsona shall be the following:

<b>Chairman</b>	- Mr. Brenford Jake M. Nicolas	-Acting MPDC
<b>Members</b>	-Hon. Benigno L. Aquino	-SBM, Chairman- Committee on Good Government
	-Dr. Ruth B. de Lara	-Municipal Health Officer
	-Engr. Emily G. Baraoidan	-Municipal Assessor
	-Engr. Roselda Fahigal	-Engineer I
	-Ms. Arlene Editha Villalobos	-Municipal Civil Registrar
	-Mrs. Divina G. Domingo	-Municipal Accountant
	-Mrs. Christina E. Delos Santos	-Municipal Treasurer

-Mrs. Charymelle O. Foronda  
-Engr. Ranison D. Narciso  
-Mrs. Bella Ballesteros  
-Mr. John Rey C. Loyola  
-Mrs. Plaveni M. Gonzales  
-Mr. Cristino C. Agustin

-Municipal Budget Officer  
-Municipal Agriculturist  
-MSWDO  
-LDRRMO  
-Administrative Assistant II  
-Administrative Aide VI

**Section 3. Duties and functions.** Duties and Functions of the Strategic Performance Management System Champion:

- a. Champion the strict implementation of the SPMS;
- b. Set the organizations' performance goals/objectives and performance measures; and
- c. Determines the agency target period.

**Section 4.** Function of the SPMS Secretariat:

- a. The SPMS Secretariat will liaise with the CSC, support the process and ensure that activities are on schedule, change of agreements discussed are followed through, and milestone are achieved.

**Section 5.** Duties and Functions of the Strategic Performance Management System Champion:

- a. Champion the strict implementation of the SPMS;
- b. Set the organizations' performance goals/objectives and performance measures; and
- c. Determines the agency target period.

**Section 6.** Duties and Functions of the Performance Management Key Players of the Municipality of Solsona, Ilocos Norte:

- a. Reviews Office Performance Commitment and Review (OPCR) for the approval of the Municipal Mayor or Vice Mayor as the case maybe;
- b. Ensures the office performance measures and budget are aligned with that of LGU Solsona's and that work distribution of office is rationalized;
- c. Identifies top performers and provides inputs to the PRAISE Committee for grant of awards and incentives;
- d. Set consultant meetings of all Department Heads for the purpose of discussing the targets set in the OPCR;
- e. Monitors and evaluates the effectiveness of the AGENCY/LGU every year and recommends improvements essential to ensure its continued suitability to the needs of the Agency/LGU;
- f. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including the setting of schedules and meetings and deliberations; and
- g. Act as appeals body and final arbiter for performance management issues of the Agency/LGU.

**Section 7.** Functions of the Municipal and Development Coordinator:

- a. Monitors submission of Office Performance Commitment and Review Form and schedules the review/evaluation of Office Commitments by the PMT before the start of a performance period;

- b. Consolidates reviews, validates and evaluates the initial performance assessment of the department 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 Mayor or Vice Mayor who shall determine the final Office Rating;
- c. 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 department Heads. This shall include participation of the Budget Office as regard budget utilization; and
- d. Provides each office with the final Office Assessment to serve as basis of office in the assessment of individual staff and members.

**Section 8.** Functions of the Human Resource Management Officer:

- a. Monitors submission of individual Performance Commitment and review (IPCR) Form by Department Heads;
- b. 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 (OPR) as recommended by the PMT and approved by the Mayor or the Vice Mayor;
- c. Provides analytical data on retention, skill/competency gaps and talent development plans that are aligned with strategic plans; and
- d. Coordinates development interventions that will form part of the HR plan.

**Section 9.** Functions of the Department Head:

- a. Assumes primary responsibility for performance management in his/her office;
- b. Conducts strategic planning session with staff and agrees on the outputs that should be accomplished based on the strategic goals/objectives of the organization;
- c. Submits his/her IPCR and his/her office's OPCR to the Performance management team;
- d. Reviews and approves commitments (targets) indicated in the individual performance commitment and Review Forms before these are submitted to the HRM Office at the start of the performance period;
- e. Submits a quarterly Monitoring Report to the Office of the Municipal Planning and Development Coordinator;
- f. Evaluates the performance of employees under his/her department;
- g. Informs employees of final rating and identifies necessary interventions for employees based on the assessment of developmental needs;
- h. Recommends and discusses developmental plans with subordinates who obtain unsatisfactory performance shall warrant an employee's separation from the service;
- i. Prepares a written notice/advice for signature of the Mayor or the Vice Mayor that a succeeding unsatisfactory performance shall warrant an employee's separation from the service;
- j. Provides preliminary rating to subordinates showing poor performance not earlier than the third (3<sup>rd</sup>) month of the rating period; and
- k. Prepares written notices for signature of the Mayor or Vice Mayor that failure of employees with poor performance to improve their ratings shall warrant their separation from the service.

**Section 10.** Function of Individual Employees:

- a. Acts as partner management and their co-employee in meeting Agency/LGU performance goals.

**Section 11.** Effectivity. This Executive Order shall take effect immediately upon approval.

Done this \_\_\_\_\_ Solsona, Ilocos Norte.

SGD  
**JOSEPH E. DE LARA**  
Municipal Mayor