

VISION  
A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance



Republic of the  
Philippines  
Province of Bohol  
MUNICIPALITY OF LOON  
Office of the Mayor



MISSION  
To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

EXECUTIVE ORDER NO. 26  
Series of 2023

**RECONSTITUTING THE PERFORMANCE MANAGEMENT TEAM**

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 6, Series of 2012, and CSC Resolution No. 1200481 both of which set the guidelines in the establishment and implementation of a Strategic Performance Management System (SPMS) in every local government unit (LGU);

WHEREAS, there is a need to organize a group or committee to analyze and evaluate the performance of the employees of the municipal LGUs before granting them incentives that are due them;

WHEREAS, the Performance Management Team (PMT), which was organized through Executive Order No. 18 dated September 1, 2021 to play key roles and responsibilities in the implementation of the SPMS, needs to be reconstituted;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

**Section 1. Reconstitution of the Performance Management Team.** - The PMT of the Local Government Unit of Loon shall be reconstituted, as follows:

- 1a. Municipal Administrator (chairperson and convening member)
- 1b. Vice Mayor or his authorized representative
- 1c. Human Resource Management Officer
- 1d. Chairperson, SB Committee on Good Government
- 1e. Municipal Planning and Development Coordinator
- 1f. Municipal Treasurer
- 1g. Municipal Budget Officer
- 1h. Municipal Accountant
- 1i. Team Leader, QMS Internal Audit

**Section 2. Duties and Responsibilities.** - The PMT shall have the following duties and responsibilities:


- 2a. Sets consultation meetings of all heads of departments and offices to discuss targets indicated in the Office Performance Commitment and Review (OPCR) form;
- 2b. Ensures that office performance targets and measures, as well as budgets allocated for certain programs, projects or activities, are aligned with the overall budget of the LGU;
- 2c. Ensures that work distribution of every department or office is rationalized;
- 2d. Recommends approval of the OPCR to the Local Chief Executive;

- 2e. Acts as appeals body and final arbiter for the LGU's performance management issues;
- 2f. Identifies potential top performers and provides inputs to the Programs on Awards and Incentives for Service Excellence (PRAISE); and
- 2g. Adopts its own internal rules, procedures and strategies in regard to its duties and responsibilities, schedule of meetings, deliberations, delegation of authority, and other related concerns.

The Office of the MPDC shall serve as the PMT Secretariat. Meanwhile, each member of the PMT shall perform the duties and responsibilities mandated in pertinent issuances of the Civil Service Commission.

**Section 3. Effectivity.** - This Executive Order shall take effect immediately upon signing thereof, and remain in force until lifted or superseded by any future legal issuances.

Done this 14<sup>th</sup> day of July 2023 in the Municipality of Loon, Bohol.

  
ELVI PETER L. RELAMPAGOS  
Mayor