



EXECUTIVE ORDER NO. 16

Series of 2026

AN EXECUTIVE ORDER RECONSTITUTING THE PERFORMANCE MANAGEMENT TEAM (PMT) OF THE CITY GOVERNMENT OF ISABELA

WHEREAS, Section 3, Article IX-B of the 1987 Philippine Constitution mandates the Civil Service Commission (CSC) to establish a career service and adopt measures to promote morale, efficiency, integrity, responsiveness, progressiveness, and accountability in the civil service;

WHEREAS, the Civil Service Commission, through Memorandum Circular No. 6, s. 2012, prescribes the establishment of the Strategic Performance Management System (SPMS) to align individual and office performance with organizational goals and ensure results-based performance management in government;

WHEREAS, Administrative Order No. 161, s. 2006, and Executive Order No. 605, s. 2007, institutionalize the adoption of Quality Management Systems (QMS) in government to ensure efficient, effective, and citizen-focused public service delivery;

WHEREAS, the City Government of Isabela has adopted and continues to implement an integrated Strategic Performance and Quality Management System (SPQMS) to harmonize performance management and quality assurance mechanisms;

WHEREAS, there have been recent movements, designations, and changes in key personnel and office leadership within the City Government, necessitating the reconstitution of the Performance Management Team (PMT) to ensure continuity, accountability, and responsiveness in the implementation of the SPQMS;

WHEREAS, WHEREAS, there is a need to update and rationalize the composition of the PMT to reflect the current organizational structure and to strengthen its capacity to effectively oversee performance planning, monitoring, evaluation, and quality management processes;

NOW, THEREFORE, I, SITTI DJALIA A. TURABIN-HATAMAN, City Mayor of Isabela City, by virtue of the powers vested in me by law, hereby order the reconstituting of Performance Management Team of the City Government of Isabela:

SECTION 1. COMPOSITION

The Performance Management Team (PMT) of the City Government of Isabela shall be reconstituted and composed of:

A. Executive Committee

- **SPMS Champion: SITTI DJALIA A. TUTABIN HATAMAN**
- **Members: All City Department Heads and Division Chiefs**
- **Secretariat: City Human Resource Management Office (CHROMO)**

B. Performance Management Team (PMT)

PEDRITO A. EISMA

-Chairperson



City Administrator

MS. ROSELLA T. LUNA

City Human Resource Management Officer

- Member

MS. FAYE A. BARANDINO

Human Resource Development Officer (HRDO)

- Member

ENGR. GAY G. PALAGTIOSA

City Planning and Development Coordinator

MS. ARADELRIA T. BELLENG

CGDH-I (PESO Manager)/ Acting City Budget Officer

- Member

MR. VALERIANO E. BICARIATO JR.

2nd Level Representative

-Member

MS. JO IDA GRACE I. ALMAZAN

Alternate for 2nd Level Representative

MR. NADZMIER P. MASANG

1st Level Representative

- Member

MR. MARIO T. OROSA

Alternate for 1st Level Representative

- **Secretariat:** City Planning and Development Office (CPDO)
- **PMT Technical Working Group:**
 1. Planning and Risk Management Team - *(Team Leader: CPDO)*
 2. Documented Information Team - *(Team Leader: Records Division)*
 3. Internal Quality Audit Team - *(Team Leader: ISO Secretariat)*
 4. Workplace Organization Team - *(Team Leader: CHRMO)*
 5. Awareness and Education Team - *(Team Leader: CIO)*
 6. Nonconformity and Corrective Action Team - *(Team Leader: IQA)*
 7. Customer Satisfaction Team - *(Team Leader: CHRMO)*
 8. SPQMS Focal per office
- **Division Chiefs or equivalent**
- Level representatives from the career rank-and-file employees, including their alternates, duly elected through a general assembly or similar selection process

SECTION 2. FUNCTIONS AND RESPONSIBILITIES

A. SPQMS Executive Committee

1. SPQMS Champion (City Mayor)

- Primarily responsible for the establishment and implementation of the SPMS and Quality Policy.
- Sets agency performance goals, quality objectives, and performance measures.
- Determines the target-setting period for the city government.
- Approves office performance commitments and ratings.





- Conducts annual management review and assessments of overall office performance.

2. Heads of Offices

- Lead performance management efforts within their respective offices.
- Conduct strategic planning sessions to align office outputs with city goals and submit the **Office Performance Commitment and Review (OPCR) Form, Risk Assessment Form** and **ISO OTP Form** to CPDO.
- Review and approve **Individual Performance Commitment and Review (IPCR) Forms and Division Performance Commitment and Review (DPCR)** for submission to CHRMO before the performance period begins.
- Submit **quarterly accomplishment reports** to CPDO per the **PMS calendar of activities**.
- Conduct initial and final performance assessments of their respective offices and employees.
- Identify necessary interventions and development plans for employees with **Unsatisfactory** or **Poor** performance.

3. Division Chiefs

- Collaborate with Heads of Offices to ensure performance targets are met.
- Rationalize the distribution of tasks within their divisions.
- Monitor and support employee performance through coaching and mentorship.
- Recommend necessary developmental interventions.
- Prepare and submit **Division Performance Commitment and Review (DPCR)** to the head of office.

4. City Planning and Development Office (CPDO)

- Monitor the submission of OPCR and schedule their review by the PMT.
- Consolidate, review, validate, and evaluate initial performance assessments.
- Conduct annual **performance planning and review conferences** to discuss past performance and future targets.

5. City Human Resource Management Office (CHRMO)

- Monitor the submission of IPCR by Heads of Offices.
- Ensure consistency between individual and office performance ratings.
- Provide analysis on workforce trends, competency gaps, and talent development needs.
- Coordinate training and capacity-building interventions as part of the **HR Development Plan**.
- Provide each office with final assessment reports for individual performance evaluation.

SECTION 3. PERFORMANCE MANAGEMENT TEAM (PMT) RESPONSIBILITIES

The Performance Management Team (PMT) shall:

- Conduct consultation meetings with Heads of Offices to align **OPCR and Quality Objectives, Targets, and Programs/Projects (OTP)** with the city's **Comprehensive Development Plan (CDP)** and **risk assessments**.
- Ensure that office performance targets, measures, and budgets align with agency goals.





- Recommend approval of office performance commitments and ratings to the City Mayor.
- **Oversee the effective implementation, maintenance, and sustainability of the SPQMS;**
- **Reports on SPQMS areas that need improvement to the City Mayor;**
- Serve as the **appeal body** for SPQMS-related issues.
- Identify top-performing offices and employees for recognition under the **PRAISE** (Program on Awards and Incentives for Service Excellence) Committee.
- Develop internal rules and procedures for conducting meetings, performance deliberations, and decision-making processes.

The **PMT TWG** shall:

1. Planning And Risk Management Team

- Spearheads the planning and setting of performance and quality objectives and target for the improvement of the SPQMS;
- Ensures that the performance and quality objectives and targets of offices are aligned to their mandates and to the strategic goals of the Local Chief Executive;
- Ensures that internal and external risks and opportunities, interested parties' needs and expectations are incorporated in the SPQMS plans.
- Establishes 3-year Risk Management Plan to be assessed and updated annually;

2. Documented Information Team

- Establishes and implement procedures for the control of documents and records;
- Maintains the master copies and master list of all documents and records;
- Ensures the availability of relevant documents;
- Establishes an effective system for handling obsolete files and prevent unauthorized use of relevant documents and records; and,
- Ensures the traceability of documents and records.

3. Internal Quality Audit (IQA) Team

- Prepares audit plan and coordinates the implementation of the IQA Program and procedures;
- Identifies the necessary resources for managing the IQA Program;
- Conducts IQAs;
- Provides inputs during management review regarding IQA results; and,
- Monitors and maintains records of implementation of actions for documented nonconformities.

4. Workplace Organization Team

- Plans and coordinate the implementation of the 5S through the Quality Workplace Standard (QWS)
- Develops 5S standards;
- Conducts 5S trainings in coordination with the Training and Education Team; and,
- Conducts 5S audits.

5. Awareness and Education Team

- Engages the employees to accept and implement QMS policies and procedures;
- Facilitates the conduct of appropriate interventions to enhance awareness and capability on QMS.





6. SPQMS Focal Persons

- Represent their office / division in all PMS and QMS related meetings and trainings;
- Relay PMS and QMS related information to their respective office / division;
- Secure PMS and QMS documents for their respective offices;
- Submit and comply with all the necessary requirements on time.

SECTION 4. SECRETARIAT

- The **SPQMS Executive Committee Secretariat** shall be headed by **CHRMO**.
- The **PMT Secretariat** shall be composed of **CPDO and the ISO Focal**.
- The Secretariat shall provide technical support, documentation, report preparation, and administrative assistance.

SECTION 5. FUNDING

All expenses related to the implementation of the **SPQMS**, including training, documentation, and audit fees, shall be sourced from available city government funds, subject to accounting and auditing rules.

SECTION 6. REPEALING CLAUSE

All previous Executive Orders or issuances inconsistent with this Executive Order are hereby repealed, superseded, or modified accordingly.

SECTION 7. EFFECTIVITY

This Executive Order shall take effect immediately upon approval and shall remain in effect until amended or revoked.

Done this 5th day of May 2026, in Isabela City, Basilan.


SITTI DJALIA A. TURABIN-HATAMAN
City Mayor

