



M.C. No. 08, s. 2013

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Results Based Performance Management System (RBPMS) Implementation in Agencies

By virtue of Administrative Order No. 25, an Inter-Agency Task Force (IATF) on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems was created. The IATF has been tasked to harmonize, unify, streamline and simplify existing monitoring and reporting requirements and processes consistent with the Results Based Performance Management System or RBPMS. Its role includes the formulation of implementing guidelines on the adoption of a performance-based incentive system, provision of assistance to government agencies in the identification of performance indicators and targets, and implementation of validation system for agency reports and accomplishments.

The IATF is chaired by the Department of Budget and Management (DBM) and co-chaired by the Office of the Executive Secretary (OES), with the National Economic and Development Authority (NEDA), Presidential Management Staff (PMS) and Department of Finance (DOF) as members.

To ensure the institutionalization of the RBPMS, all government agencies are directed to create a Performance Management Team or PMT that will serve as the counterpart of the IATF in the development of the agency's internal guidelines in the implementation of performance-based incentive system and in the review of the performance indicators, targets and accomplishments from the department down to the individual level. This is consistent with CSC Memorandum Circular No. 6, s. 2012 on the *Guidelines in the Establishment and Implementation of Agency Strategic*

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Performance Management System (SPMS) which also prescribes the establishment of a PMT in every agency, preferably with the following composition and functions:

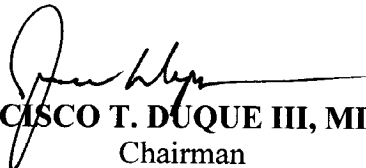
Composition

- Executive official designated by the Head of Agency as Chairperson
- Highest Human Resource Management Officer or the career service employee directly responsible for human resource management
- Highest Human Resource Development Officer or the career service employee directly responsible for human resource training and development
- Highest Planning Officer or the career service employee directly responsible for organizational planning
- Highest Finance Officer or the career service employee directly responsible for financial management
- President of the accredited employee association in the agency or the authorized alternate representative. In offices where there are no accredited or recognized employee associations/unions, the rank and file representative shall be chosen through a general election or assembly

Functions

- Sets consultation meeting of all Heads of Offices/Bureaus/Departments for the purpose of discussing the targets set
- Ensures that Office/Bureau/Department performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution is rationalized
- Recommends approval of the Office/Bureau/Department performance commitment and rating to the Head of Agency
- Acts as appeals body and final arbiter for performance management issues of the agency
- Identifies potential top performers and provides inputs to the PRAISE Committee for grant of awards and incentives
- Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members

In addition to these functions, the PMT shall act as the anchor/link between the agency and the Inter-Agency Task Force on RBPMS. In this connection, the list of the PMT members must be submitted to the Secretariat of the Task Force at ao25secretariat@dap.edu.ph .


FRANCISCO T. DUQUE III, MD, MSc
Chairman

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