



**OFFICE ORDER No:** 11  
Series of 2022

## MEMORANDUM

**TO :** ALL BAFS EMPLOYEES

**FROM :** OFFICE OF THE DIRECTOR

**SUBJECT :** AMENDMENT TO OFFICE ORDER No. 06 SERIES OF 2021 RE: COMPOSITION OF STRATEGIC PERFORMANCE MANAGEMENT SYSTEM - PERFORMANCE MANAGEMENT TEAM (SPMS - PMT) IN THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS

**DATE :** JUNE 3, 2022

In compliance with Civil Service Memorandum Order Circular No. 6, s. 2012 and pursuant to Department Order No. 5 s. 2019, the Strategic Performance Management System - Performance Management Team (SPMS - PMT) in BAFS is hereby composed of the following:

**Chairperson:** **Ms. MARY GRACE R. MANDIGMA**  
Assistant Director-Designate  
Chief Science Research Specialist (TSD)

**Members:** **Ms. KAREN KRISTINE A. ROSCOM**  
Chief Science Research Specialist (SDD)

**Ms. JOEVE S. CALLEJA**  
Chief Science Research Specialist (OAD)

**Ms. EDNA LYNN C. FLORESCA**  
Chief Science Research Specialist (LSD)

**Ms. DAISY E. MELEGRITO**  
Administrative Officer V

**Ms. ROSEMARIE V. CALIBO**  
Information Officer III

**Mr. FREDERICK C. CRISOL**  
Planning Officer III



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**Mr. MARK F. MATUBANG**  
2<sup>nd</sup> Level, Rank and File Employees Representative

Secretariat: **Dr. ALPHA P. MATEO-LANUZA, DVM**  
Secretariat Head  
Senior Science Research Specialist

Members: **Mr. CHARLIE T. PALILIO**  
Science Research Specialist II

**Ms. JERILEE M. SABARIAGA**  
Senior Science Research Specialist

**Ms. CAMILLE B. BARAQUIEL**  
Science Research Specialist II

**Ms. GERAMIE MAE P. PEPITO**  
Planning Specialist

In the absence of BAFS approved SPMS, the BAFS shall adopt the Department of Agriculture approved Strategic Performance Management System as per Department Order No. 5, s. 2019. The BAFS SPMS-PMT shall have the following functions and responsibilities:

1. Set consultation meeting with all Division Chiefs for the purpose of discussing the targets set in the Division Performance Commitment and Rating Form (DPCR).
2. Ensure that Division Performance Targets and Measures, as well as the budget are aligned with the approved Logical Framework of the agency and other work distribution of divisions/units is rationalized.
3. Conduct validation of DPCR targets and OPCR accomplishments in collaboration with concerned divisions.
4. Recommend approval of the DPCR to the Head of Office of each division.
5. Act as appeals body and final arbiter for performance management issues of the agency.
6. Identify potential top performers and provide inputs to the Programs on Awards and Incentives for Service Excellence (PRAISE) Committee for grants of awards and incentives.
7. Adopt 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 the case of absence of its members.

The SPMS-PMT Secretariat shall have the following functions and responsibilities:

1. Monitor submission of IPCR/DPCR forms and schedules the review/evaluation of IPCR/DPCR by the PMT before the start of a performance period.
2. Consolidate, review, validate, and evaluate the initial performance assessment of the Heads of Divisions based on the division accomplishments against the Success Indicators. The result of the assessment shall be the basis of the PMTs recommendation to the Head of Office who shall determine the final Division Rating.
3. Conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance periods



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- and plans for the succeeding rating period with the concerned Heads of Divisions. This shall include participation of the Financial Unit as regards budget utilization.
4. Provide each Division with the final Division Assessment to serve as basis of divisions in the assessment of individual staff members.
  5. Review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Division Performance Rating as recommended by the PMT and approved by the Head of Office.
  6. Provide analytical data on retention, skills/competency gaps, and talent management plans that aligned with strategic plans.
  7. Coordinate developmental interventions that will form part of Human Resource (HR) Plan.
  8. Conduct/perform training and similar workshops in addressing the skill/competency gaps in the workplace.
  9. Collate/consolidate IPCRs/DPCRs/OPCR commitment and accomplishment forms every rating periods and submit to the Administrative Support Services for safekeeping.

This Order shall take effect immediately and shall remain in force until revoke. All other orders and memoranda inconsistent herewith are deemed revoked.

Issued this 3rd day of June 2022.

  
**VIVENCIO R. MAMARIL, PhD**  
 Director IV 



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