



January 23, 2023

OFFICE ORDER No. 04
Series of 2023

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE OIC-DIRECTOR

**SUBJECT : RECONSTITUTION OF BAFS-STRATEGIC PERFORMANCE
MANAGEMENT SYSTEM (SPMS) TEAM**

In compliance with Civil Service Memorandum (CSC) Circular No. 6, series of 2012 (Guidelines in the Establishment and Implementation of Agency SPMS) and Department Order (DO) No. 5, series of 2019 (Department of Agriculture [DA]-SPMS), the BAFS-SPMS Team is hereby reconstituted. The composition of the BAFS-SPMS Team is as follows:

Chairperson : MARY GRACE R. MANDIGMA
Assistant Director-Designate

Members : JOHN GREGORY V. AQUINO
OIC-Chief Science Research Specialist

GARI PELLINOR U. HERNANDEZ, DVM
Senior Science Research Specialist
Standards Development Division

JOEVE S. CALLEJA/MARK F. MATUBANG
Chief Science Research Specialist/ 2nd Level, Rank and File
Employee Representative
Organic Agriculture Division

EDNA LYNN C. FLORESCA
Chief Science Research Specialist
Standards Research Division

Certified True Copy
Name: *[Signature]*
Date: *21/1/2023*



ROSEMARIE V. CALIBO

Information Officer III

FREDERICK C. CRISOL

Planning Officer III

Secretariat: : **FREDERICK C. CRISOL/ALPHA M. LANUZA, DVM**
Head

Members:

JERILEE M. SABARIAGA

Senior Science Research Specialist

CHARLIE T. PALILIO

Science Research Specialist I

CAMILLE B. BARAQUIEL

Science Research Specialist II

JAN VINCENT DR. TECSON

Science Research Specialist II

Designated Personnel

Senior Administrative Assistant I, Performance Management

The **BAFS SPS Team** shall have the following functions:

1. Harmonize the BAFS-SPMS with the DA-SPMS as per DO No. 5, series of 2019 and its latest issuances, as may be applicable;
2. Establish and calibrate performance indicators aligned with the BAFS Logical Framework and in consultation with the Division Chiefs and Unit Heads;
3. Review the Division's Performance Targets and Measures aligned with the BAFS Logical Framework and to rationalize it in accordance with the agency budget;
4. Consolidate, review, validate, and evaluate the initial performance assessment of the Heads of Divisions based on the Division's accomplishments against the success indicators.
5. Recommend approval of the Division Performance and Commitment Review (DPCR) to the Office of the Director;
6. Act as appeals body and final arbiter for performance management issues of the agency;
7. 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; and
8. 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.



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

1. Schedule the review and evaluation of submitted commitment forms at least five days before the Department deadline;
2. Monitor the submission of accomplished commitment forms and schedule the review and evaluation of Individual PCR/DPCR by the BAFS-SPMS Team at least five days before the Department deadline;
3. Schedule an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance periods 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 the Divisions in the assessment of individual staff personnel;
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 DPCR rating as recommended by the BAFS-SPMS Team and approved by the Head of Office; and
6. Collate/consolidate IPCR/DPCR/OPCR commitment and accomplishment forms every rating period and submit to the Administrative Support Services for safekeeping.

This Order shall take effect immediately and shall remain in force until officially revoked in writing. All orders inconsistent herewith are deemed revoked.


KAREN KRISTINE A. ROSCOM, PhD
OIC - Director

ME
RVG
3/10/2023

Certified True Copy
Name: 
Date: 2/11/2023

