



DEPARTMENT ORDER NO. DO 2024-11-0014

**RECONSTITUTION OF THE DEPARTMENT OF ENERGY
 PERFORMANCE MANAGEMENT TEAM**

WHEREAS, the Civil Service Commission (CSC) issued a Memorandum Circular (MC) No. 06 s. 2012 dated 19 March 2012 providing the guidelines on the establishment and implementation of Agency Strategic Performance Management System (SPMS) which the Department of Energy (DOE) adopted in 2013;

WHEREAS, pursuant to Item V (b) of CSC MC No. 6 requiring the establishment of a Performance Management Team (PMT) for all government agencies, the DOE issued Department Order (DO) No. DO2013-03-0001 dated 12 March 2013 establishing the DOE-PMT, which was subsequently reconstituted through DO No. DO2017-02-0001 dated 21 February 2017;

WHEREAS, there is a need to streamline the composition and enhance the functions of the PMT;

NOW, THEREFORE, for and in consideration of the abovementioned premises, this DO on the reconstitution of the DOE-PMT is hereby issued:

SECTION 1. RECONSTITUTION AND COMPOSITION OF THE DOE PMT

Composition	Responsible Unit
Chairperson	Undersecretary designated by the Secretary
Vice-Chair	Assistant Secretary designated by the Secretary
Members	Representative from the Office of the Secretary (OSEC) Director, Energy Policy and Planning Bureau (EPPB) Director, Administrative Services (AS) Director, Financial Services (FS) President, DOE Employees Association (EA)
Secretariat	Chief, Planning Division (PD) Chief, Human Resource Management Division (HRMD)

SECTION 2. FUNCTIONS AND RESPONSIBILITIES

2.1 The PMT shall:

2.1.1. Set consultation meetings with the Heads of Bureaus/Services/Field Offices/Offices¹ for the purpose of discussing the targets set in the Office Performance Commitment and Review (OPCR), as may be necessary;

¹ DOE Bureaus: Energy Resource Development Bureau (ERDB), Renewable Energy Management Bureau (REMB), Energy Utilization Management Bureau (EUMB), Oil Industry Management Bureau (OIMB), Energy Policy and Planning Bureau (EPPB), and Electric Power Industry Management Bureau (EPIMB)
 DOE Services: Information Technology and Management Services (ITMS), Legal Services (LS), Financial Services (FS), Administrative Services (AS) and Energy Research and Testing Laboratory Services (ERTLS)
 Field Offices: Luzon Field Office (LFO), Visayas Field Office (VFO) and Mindanao Field Office (MFO)
 Offices: Investment Promotion Office (IPO), Consumer Welfare and Promotion Office (CWPO), Public Affairs Office (PAO), Internal Audit Division (IAD), and Executive Offices (OSEC), Office of the Undersecretaries and Office of the Assistant Secretaries

- 2.1.2. Ensure that performance targets and measures, as well as the budget of the Bureaus/Services/Field Offices/Offices are aligned with those of the DOE and the work distribution of Bureaus/Services/Field Offices/Offices is rationalized;
- 2.1.3. Recommend approval of the OPCR of the Bureaus/Services/Field Offices/Offices to the Supervising Undersecretaries/Assistant Secretaries;
- 2.1.4. Act as appeals body and final arbiter for performance management issues of the DOE;
- 2.1.5. Identify potential top performers and provide inputs to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee for grant of awards and incentives;
- 2.1.6. Adopt its own internal rules, procedures, and strategies in carrying out the above responsibilities including schedule of meetings, deliberations, and delegation of authority to representatives in case of absence of its members;
- 2.1.7. Formulate policies, rules and regulations, and customized guidelines in relation to the improvement of the overall performance monitoring and evaluation system; and
- 2.1.8. Perform other related tasks that may arise from time to time.

SECTION 3. SPECIFIC FUNCTIONS

3.1 The PD, as Secretariat of the PMT, shall:

- 3.1.1 Monitor the submission of the OPCR of Bureaus, Services, Field Offices and Offices and schedule the review/evaluation of Office Commitments by the PMT before the start of the performance period;
- 3.1.2 Review, validate, evaluate and consolidate the initial performance assessment of the Heads of DOE Bureaus/Services/Field Offices/Offices based on their reported accomplishments against the success indicators, and the allotted budget against the actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Secretary; and
- 3.1.3 Provide each Bureau/Service/Field Office/Office with the final assessment to serve as the basis of said Bureau/Service/Field Office/Office in the assessment of individual staff members.

3.2 The HRMD, as Secretariat of the PMT, shall:

- 3.2.1 Monitor submission of Individual Performance Commitment and Review Forms (IPCRs) by the Heads of Bureaus/Services/Field Offices/Offices;
- 3.2.2 Review the Summary List of IPCRs of the Divisions/Units;

- 3.2.3 Provide analytical data on retention, skill/competency gaps, and talent development plans that are aligned with the strategic plans; and
- 3.2.4 Coordinate developmental interventions that will form part of the Learning and Development Plan.

SECTION 4. REPEALING CLAUSE

This DO supersedes DO No. DO2017-02-0001 and any other related Special Order/s. All other orders or issuances which are inconsistent with this DO are hereby repealed or modified accordingly.

SECTION 5. SEPARABILITY CLAUSE

If, for any reason, any part of this DO is declared unconstitutional or invalid, the other parts or provisions that are not affected shall remain in full force and effect.

SECTION 6. EFFECTIVITY

This DO shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified or revoked in writing by the Secretary.

Issued this NOV 06 2024 at the Department of Energy, Energy Center, Rizal Drive corner 34th Street, Bonifacio Global City, Taguig City.

RAPHAEL P.M. LOTILLA
Secretary

