



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. 002017-02-0001

**RECONSTITUTION OF THE DEPARTMENT OF ENERGY
PERFORMANCE MANAGEMENT TEAM (PMT)**

Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 06 dated March 19, 2012 on the "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS) and Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System (Administrative Order No. 25, s. 2011) Memorandum Circular No. 2012-03 re: Guidelines on Determining Eligibility and Ranking Bureaus, Delivery Units, and Individuals Based on Performance in Line with the Grant of the Performance-Based Bonus (PBB), a Performance Management Team (PMT) is hereby reconstituted to be composed of the following:

Chairperson : Undersecretary (to be designated by the Secretary)

Vice-Chair : Assistant Secretary

Members : Assistant Secretary

Head Executive Assistant

President, DOE Employees Association

Technical Working Group (TWG)/Secretariat

Chairperson : Director, Energy Policy and Planning Bureau

Members : Director, Administrative Services

Director, Financial Services

Term of Office: The term of office of designated PMT members, TWG and Secretariat shall be for a period of two (2) years.

8

The PMT, to be assisted by the Technical Working Group/Secretariat, shall perform the following functions and responsibilities:

For the SPMS

1. Sets consultation meetings with all Heads of Offices/Bureaus and Services to discuss the targets set in the Department performance commitment and rating form;
2. Ensures that Offices/Bureaus/Services performance targets and measures as well as the budget are aligned with those of the Department and that work distribution of Offices/Bureaus and Services is rationalized;
3. Recommends approval of the Offices/Bureaus/Services performance commitment and rating to the Secretary;
4. Acts as appeals body and final arbiter for performance management issues of the Department;
5. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
6. Adopts 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.

For the PBB

1. Adopts and undertakes a communication strategy which will engage the employees in the process of understanding and meeting the targets of the Department under the PBB scheme and the employees need to deliver to meet these targets;
2. Publishes the performance targets of the Department under the required forms and the progress of their quarterly or monthly accomplishments in the Department Website and intranet for the public to be informed and the employees to access, respectively;
3. Sets up a Help Desk which can be embedded in the above websites to be able to respond to queries and comments on the Department's targets and accomplishments;
4. Sets up a complaints mechanism which can respond to and redress issues and concerns brought forward by an official or employee on the PBB;
5. Adopts its own internal rules, procedures and strategies in carrying out responsibilities; and

6. Ensures adherence to the criteria and guidelines of PBB.

Likewise, a Performance Review Committee (PRC) shall be created to take charge of this performance commitment and rating compliance which shall be composed of the following:

1. Energy Resource and Development Bureau (ERDB)
2. Energy Power Industry Management Bureau (EPIMB)
3. Renewal Energy Management Bureau (REMB)
4. Energy Oil and Management Bureau (OIMB)
5. Energy Utilization Management Bureau (EUMB)
6. Information Technology Management Services (ITMS)
7. Energy Research and Testing Laboratory Services (ERTLS)
8. Legal Services (LS)
9. Field Offices (Mindanao, Visayas, and Luzon Field Offices)

The Performance Review Committee (PRC) shall have the following functions:

For the SPMS

1. Monitors submission of Department Performance Commitment and Rating Form and schedule the review evaluation of Office/Bureaus and Services Commitments by the PMT before the start of a performance period;
2. Consolidates, reviews, validates and evaluates the initial performance assessment of the Heads of Offices/Bureaus and Services based on accomplishments reported against success indicators and the allotted budget against the actual expenses. The result of the assessment shall be the basis of the PMT's recommendation to the Secretary who shall determine the final rating.
3. Conducts Department's performance planning and review conference annually for the purpose of discussing the Offices/Bureaus Services assessment for the preceding performance period and plans the succeeding rating period with concerned Heads of Offices/Bureaus and Services; and
4. Provides each Offices/Bureaus/Services with the final Department Assessment as basis of offices/bureaus/services in the assessment of individual employees.

8

For the PBB

1. Monitors submission of Department Performance Commitment and Rating Form and schedule the review evaluation by the PMT;
2. Consolidates, reviews, validates and evaluates the initial performance assessment based on accomplishments reported against success indicators and budget against actual expenses;
3. Conducts Department's performance planning and review conference annually; and
4. Provides each Offices/Bureaus/Services with the final Department Assessment as basis of offices/bureaus/services in the assessment of individual employees.

The successful implementation of this program a Communication and Help Desk shall be created to respond to queries and comments on the targets and accomplishments of the Department as well as to ensure that Performance-Based Incentive System (PBIS) information are disseminated to employees.

In connection to this, the Consumer Welfare and Promotions Office (CWPO) shall be responsible in the effective implementation/information of PBIS information to officials and employees.

For any complaints on PBIS-related issues and concerns raised by officials and employees shall be incorporated in the functions of the Grievance Committee.

For immediate implementation.


ALFONSO G. CUSI
Secretary



Fort Bonifacio, Taguig, Metro Manila

FEB 27 2017