



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority

FPA Bldg. BAI Compound, Visayas Ave. Diliman, Quezon City PO. Box 2582, QC
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January 17, 2023

OFFICE ORDER

No. 6

Series of 2023

SUBJECT: RECONSTITUTION OF FPA's PERFORMANCE MANAGEMENT TEAM

In the interest of service and in compliance with item No. 3 in the Civil Service Commission (CSC) letter dated June 10, 2015, CSC Memorandum Circular No. 8, series of 2013 and CSC - MC 24, s. 2017, the FPA-PMT is hereby reconstituted as follows:

Composition:

Chairperson : **MS. JEROLET C. SAHAGUN**
Chemist V

Vice-Chairperson : **MS. MIRASOL O. BACARISAS**
Administrative Officer V

Members : **DR. GINA C. TOMIMBANG**
Chief Administrative Officer

MS. MADONNA BELLA C. FLAVIER
Administrative Officer IV

MR. ANGELO S. BUGARIN
Chemist IV

Secretariat : **MS. ALENI PEACH D. GONZALES**
Administrative Officer II

MS. RACHELLE D. ALMOITE
Administrative Officer II

MR. ALJHON L. IGBUHAY
Administrative Assistant II

Functions:

Secretariat from the Planning Section:

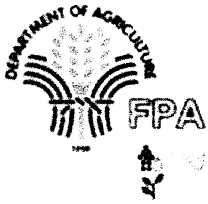
- a) Provide administrative support to the PMT;
- b) Monitors submission of the DPCR Form and schedule the review/ evaluation of the commitments by the PMT before the start of a performance period;



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- c) Consolidates, reviews, validates and evaluates the initial performance assessment of the division and regional field unit heads based on reported accomplishments against the success indicators, and the allotted budget against actual expenses. The result of the assessment shall be the basis of PMT's recommendation to the Head of the Agency who shall determine the final rating;
- d) Conducts an agency performance planning and review conference annually for the purpose of discussing the division / unit assessment for the preceding performance period and plans for the succeeding rating period with the concerned head. This shall include the participation of the budget and accounting sections as regards to budget utilization; and
- e) Provides each division/regional field unit with the final assessment to serve as basis for the assessment of individual staff members.

Secretariat from the Human Resource Management Section:

- a) Provides administrative support to the PMT;
- b) Monitors submission of the IPCR Form by each division and regional field unit;
- c) Reviews 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/ regional field unit rating as recommended by the PMT and approved by the Head of the Agency;
- d) Provides analytical data on retention, skills/ competency gaps, and talent development plans that align with strategic plans; and
- e) Coordinates developmental interventions that will form part of the HR Plan.

In addition, the PMT shall act as the anchor/link between the agency and the Inter-Agency Task Force.

This Order shall take effect immediately and supersede previous orders inconsistent herewith and remain in force unless otherwise revoked.


JULIETA B. LANSANGAN
Officer-in-Charge



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