



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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SPECIAL ORDER

No. 370

Series of 2024

**SUBJECT: AMENDING SPECIAL ORDER (SO) NO. 96 SERIES OF 2023:
RECONSTITUTION OF BAR PERFORMANCE MANAGEMENT TEAM
(PMT)**

In the interest of service and to ensure compliance with the provision of ¹Civil Service Commission (CSC) Memorandum Circular (MC) No. 06, series of 2012 and ²Department Order No. 05 Series of 2019 of the Department of Agriculture (DA) on the establishment and implementation of Agency Strategic Performance Management System (SPMS) to ensure that each employee achieves their quarterly and semestral targets with reference to ³Civil Service Commission (CSC) Memorandum Circular (MC) No. 08, series of 2013 on the creation of the Bureau's Performance Management Team (PMT), the DA-BAR SO No. 96, series of 2023 is hereby amended and reconstituted as follows:

Chairperson:

JOELL H. LALES
Assistant Director

Members:

GIAN CARLO R. ESPIRITU
Highest Planning Officer

JUDE RAY P. LAGUNA
Highest Human Resource Management Officer

MARJORIE M. MOSENDE
*Ad Hoc Focal Point Person for Learning and
Development (L&D)*

SALVACION M. RITUAL
*Highest Information and Communication Technology
Officer*

¹ CSC Mc. 6, s. 2012, Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)

² DO No. 5, s. 2019, Department of Agriculture's Strategic Performance Management System (SPMS)

³ CSC Mc. 8, s. 2013, Results Based Performance Management System (RBPMS) Implementation in Agencies



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ROBERTO S. QUING JR.
Highest Finance Officer

MELODY T. MEMITA
Highest Employee's Association Officer

Secretariat:

CIELA MAE D. BAGUI, PMU
AIKO MONIQUE C. DEL MUNDO, PMU
VANESSA MAE V. ABUEL, HRMU

FUNCTIONS AND RESPONSIBILITIES:

1. Sets consultation meeting of all Division, Section, and Unit Heads for the purpose of discussing the targets for OPCR, DPCR, UPCR, and IPCR;
2. Ensures that every performance targets and measures, as well as the budget are aligned and distributed in every division, section, and unit of the bureau;
3. Recommends approval of the divisions, sections and units performance commitment and rating to the Head of the Agency;
4. Conduct validation of OPCR, DPCR, UPCR and IPCR's target and accomplishment of every concerned unit;
5. Acts as appeals body and final arbiter for performance management issues of the agency;
6. Identify potential top performers and provide inputs to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee for grants of awards and incentives; and
7. Adopt own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberation.

FUNCTIONS AND RESPONSIBILITIES:

Secretariat: **CIELA MAE D. BAGUI, PMU**
AIKO MONIQUE C. DEL MUNDO, PMU

1. Sets consultation meeting of all Division, Section, and Unit Heads for the purpose of discussing the targets for OPCR, DPCR, and UPCR;
2. Ensures that every performance targets and accomplishment of every division, section and units are aligned with the bureau's OPCR;
3. Conduct validation of OPCR, DPCR and UPCR;
4. Filing of DPCR and UPCR every semester; and
5. Preparation of documents related to PMT.



FUNCTIONS AND RESPONSIBILITY:

Secretariat: **VANESSA MAE V. ABUEL**, HRMU

1. Sets consultation meeting of all Division, Section, and Unit Heads for discrepancies in IPCR;
2. Ensures that every performance target and accomplishment of IPCR are aligned with the DPCR and UPCR;
3. Filing and reviewing of submitted targets and accomplishments to the HRMU;
4. Provides IPCR ratings for the top performers relative to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee granting of awards and incentives; and
5. Preparation of documents related to PMT.

This order shall take effect immediately and shall remain in effect unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed revoked.

Done this 4th day of December 2024.


JUNEL B. SORIANO, PhD
Director

