



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH

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SPECIAL ORDER

No. 140

Series of 2025

SUBJECT : AMENDMENT TO SPECIAL ORDER NO. 370, SERIES OF 2024
Reconstitution of the DA-BAR Performance Management Team (PMT)

In the interest of service and to ensure compliance with the provision of Civil Service Commission (CSC) Memorandum Circular no. 06, series of 2012 and the Department Order no. 05, series of 2019 of the Department of Agriculture (DA) on the establishment and implementation of the Agency Strategic Performance Management System (SPMS) to ensure that each employee achieves their quarterly and semestral targets with reference to Civil 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. 370, series of 2024 is hereby amended and reconstituted as follows:

Chairperson : Assistant Director

Members : Highest Planning Officer
Highest Human Resource Management Officer
Highest Information and Communication Technology Officer
Highest Finance Officer
Highest Employee's Association Officer (ABARE)
Focal Point Person for Learning and Development (L&D)

Secretariat : One (1) Human Resource Management Officer , HRMU
Two (2) Planning Officer, PMU

PMT Members 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. Conducts validation of the OPCR, DPCR, UPCR and IPCR's target and accomplishment of every concerned unit;
5. Acts as appeals body and final arbiter for the performance management issues of the agency;
6. Identifies the 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. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberations.



PMT Secretariat Functions and Responsibilities:

For Human Resource Management Unit (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. Facilitates 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 Services Excellence (PRAISE) Committee granting of awards and incentives; and
5. Prepares other documents related to PMT.

For Planning and Monitoring Unit (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. Conducts validation of OPCR, DPCR, and UPCR;
4. Facilitates filing of DPCR and UPCR every semester; and
5. Prepares other documents related to PMT.

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

Done this 8th day of July 2025.


JOELL H. LALES, RAgr, MTM
OIC, Director