



Reference No. 2023- 100
 November 8, 2023

MEMORANDUM FROM THE DA-BAR PMT CHAIR

TO : ALL DIVISIONS, SECTIONS, AND UNIT

SUBJECT : CONDUCT OF INDIVIDUAL PREPARATORY WORKSHOPS IN PREPARATION FOR THE CY 2024 DA-BAR PERFORMANCE COMMITMENT REVIEW (PCR) TARGET SETTING WORKSHOP

As part of the efforts of the bureau’s Performance Management Team (PMT) to refine the implementation of its Strategic Performance Management System (SPMS), all divisions, sections, and units are advised to schedule and conduct their respective **preparatory workshops** from **November 15, 2023 to December 07, 2023**. The schedule of each operating unit’s workshop should be submitted to the PMT Secretariat (PMU and HRMU) on or before **November 14, 2023** at planning@bar.gov.ph and hrmu@bar.gov.ph.

The outputs of the respective workshops shall be used in preparation for the CY 2024 DA-BAR PCR Target Setting Workshop which is scheduled on the 2nd week of December 2023. **All preparatory workshop outputs should be uploaded to the online folder no later than December 08, 2023 at <https://bit.ly/CY2024PCR>**. The workshop templates can be downloaded from the same link provided.

Please refer to the guide below in facilitating your respective workshops:


Step	Process	Description
1	Review of existing performance indicators	a. Assess the applicability of the existing performance indicators based on the actual core and support functions of the operating unit b. Review how the indicators are currently stated. The indicator should be able to reflect the unit of measure, the output to be delivered, how the output will be delivered, and the timeliness of the delivery of outputs (if applicable). Example: a. Number of project documents prepared three (3) days before the deadline • % Compliance to COA audit findings submitted within deadline c. Prepare the proposed revised definition and formula for the existing indicators, as necessary

Step	Process	Description
2	Fill-out the FY 2024 PCR Quarterly form	<ul style="list-style-type: none"> a. Set the quarterly targets for the core and support performance indicators b. Targets may be expressed in number or in percentage (%) depending on the nature of the indicators c. Indicate the definition and formula of the indicators in their respective columns
3	Fill-out the presentation slides	<ul style="list-style-type: none"> a. Fill-out the presentation slides with reference to the accomplished quarterly form b. Major activities of the office should be indicated with their corresponding budget based on the submitted CY 2024 Work and Financial Plan and Project Procurement Management Plan
4	Submit outputs	<ul style="list-style-type: none"> a. Upload the workshop outputs at https://bit.ly/CY2024PCR b. Send an official email to the PMT Secretariat (PMU and HRMU) at planning@bar.gov.ph and hrrmu@bar.gov.ph to notify the submission of outputs

Should you have any concerns or clarifications, you may contact the PMT Secretariat through Ms. Apple E. Llarena or Ms. Geline Nicole A. Morillo of the PMU at local number 3129/3120 or email at planning.da.bar@gmail.com.

For immediate compliance.

Thank you.


JOELL H. LALES

