



Office of the President

21 June 2023

ADMINISTRATIVE ORDER

No. 487 s. 2023

Subject: COMPOSITION OF THE UNIVERSITY PERFORMANCE MANAGEMENT TEAM (PMT) ON THE ESTABLISHMENT OF BU-SPMS

Chairperson (Non-Teaching)	ATTY. NORLY P. REYES Vice President for Administration and Finance
Chairperson (Faculty)	DR. MA. JULIETA B. BORRES Vice President for Academic Affairs
Members	PROF. ALWIN JOSEPH M. MACERES Director, Planning and Development Office ATTY. LOYD P. CASASIS Chief Administrative Officer for Finance DR. JENNIFER T. BARRAMEDA Head, Human Resource Management and Development Office MS. CHRISTINE Z. BELGICA Administrative Officer II, HRMDO (Alternate) ENGR. FERNAN D. DEMATERA BUUFAl President PROF. RICHARD B. COLASITO BUUFAl VP for External Affairs (Alternate) MS. MARY JANE A. VICUÑA BUANTS President MS. LAILA A. BELARDO BUANTS Officer (Alternate)

Pursuant to Civil Service Commission (CSC) Resolution No. 1200481 dated March 16, 2013 providing Guidelines and identifying the key players in the establishment, implementation of the Agency Strategic Performance Management System (SPMS), the BU Performance Management Team (PMT) is hereby constituted. With the undersigned as the SPMS Champion and with the Vice President for Administration and Finance as Chairperson for Non-Teaching Personnel and Vice President for Academic Affairs (VPAA) for Faculty and the rest as members, you shall have the following functions and responsibilities:

1. Sets the SPMS Calendar;
2. Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets sets in the Office Performance Commitment (OPC) and rating forms;
3. Ensures that Office Performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/units is rationalized;
4. Recommends approval of the office performance commitment and rating to the President;
5. Acts as appeals body and final arbiter for performance management issues of the University;
6. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives to deserving personnel;

7. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberations, and delegation of authority to representatives in case of absence of its members.

The Human Resource Management and Development Office shall serve as the PMT Secretariat.

As University Performance Management Team (PMT), you shall be responsible for the implementation of the Strategic Performance Management System (SPMS) of the Bicol University. You shall likewise perform your functions adhering to the Equal Opportunity Principle which states that *“All official and employees regardless of age, sex, sexual orientation, gender identity or expression, marital status, pregnancy, physical features, impairment or disability, work related injury, religious belief or activity ethnicity, political belief, affiliation or activity, shall be given equal opportunity to be given rewards and recognition based on the performance, innovative ideas, inventions, superior accomplishments, exemplary behavior and other personnel efforts which contribute to the efficiency, economy or other improvement in the operations of the University.*

This issuance supersedes Administrative Order No. 233 s. 2019 dated May 20, 2019 issued by this Office.

BABY BOY BENJAMIN D. NEBRES III
SUC President IV

cc: All Vice Presidents
Deans, Directors, Heads/Chief of Offices
File