

**Office of the President  
of the Philippines  
Malacañang**

MEMORANDUM ORDER NO. 12

**FURTHER RECONSTITUTION OF THE OFFICE OF THE PRESIDENT  
PERFORMANCE MANAGEMENT GROUP**

Memorandum Order No. 10, dated 08 November 2022, reconstituting the Office of the President Performance Management Group (PMG), created through Memorandum Order No. 7, dated 08 November 2016, to oversee and manage the implementation of the Performance-Based Incentive System and Strategic Performance Management Systems in the Office of the President (OP) Proper, is hereby further reconstituted as follows:

<u>Designation</u>	<u>Designee</u>
Chairperson	: Executive Secretary
Vice-Chairperson	: Senior Deputy Executive Secretary
Members	: Deputy Executive Secretary for Finance and Administration : Deputy Executive Secretary for General Administration : Deputy Executive Secretary for Legal Affairs : Deputy Executive Secretary for Internal Audit : Chairperson, Office of the President Career Executive Service Officers' Association, Inc. : President, Office of the President Employees' Network

The reconstituted OP-PMG shall perform the following functions and responsibilities:

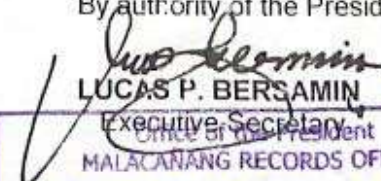
1. Regularly review the OP Organizational Performance Indicators Framework (OPIF);
2. Ensure that office performance targets and measures, as well as the budgets, are aligned with the OP-OPIF and related issuances on performance management;
3. Issue guidelines to office heads regarding their annual performance indicators and targets;
4. Approve office performance commitments and ratings;
5. Act as final arbiter for performance management issues in OP;
6. Recommend potential top performers and provide inputs to the Program on Awards and Incentives for Service Excellence Committee for the grant of awards and incentives;
7. Set policies and ensure the implementation of the 4-stage SPMS Cycle for the 1<sup>st</sup> and 2<sup>nd</sup> levels;
8. Set policies and ensure the implementation of the appropriate PMS for 3<sup>rd</sup> level career and non-career officials;
9. Ensure and monitor the implementation of the Quality Management System in the OP; and
10. Undertake all other performance-related initiatives in the OP.

The Office of the Deputy Executive Secretary for Finance and Administration – Technical Service Office and the Human Resource Management Office shall jointly provide administrative, technical, and secretarial support services to the PMG. The PMG may likewise create technical working group/s as may be necessary.

All other issuances regarding the composition of the OP-PMG are hereby revoked, amended, or modified accordingly.

This Memorandum Order shall take effect immediately.

By authority of the President:

  
LUCAS P. BERSAMIN  
Executive Secretary

Office of the President  
MALACANANG RECORDS OFFICE

**CERTIFIED COPY**

for:   
ATTY. CONCEPCION ZENY E. FERROLINO-ENAD  
DIRECTOR IV

Manila, 14 February 2023