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Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

097.13 DPWH  
07-09-2015

DEPARTMENT ORDER )

NO. **101** )  
Series of 2015 )

**SUBJECT : Reconstitution of DPWH-Performance Management Team (DPWH-PMT) and Establishment of Office Performance Management Teams (Office-PMTs) Pursuant to CSC MC NO. 6, S. 2012**

Pursuant to CSC Resolution No. 1200481 promulgated on 16 March 2012, directing, among others, all national government agencies to establish and implement a Strategic Performance Management System (SPMS) consistent with the Guidelines disseminated under CSC MC No. 6, s. 2012, and in compliance with Memorandum Circular Nos. 2014-01 and 2014-02 dated 21 April 2014 and 08 October 2014, respectively, issued by the AO 25 Inter-Agency Task Force, and as part of the institutionalization of the Balanced Score Card (BSC) – based Performance Governance System (PGS) in the Department, and in adherence to the principle of performance-based tenure and incentives system, the **DPWH-Performance Management Team (DPWH-PMT)** established under D.O. No. 50, s. 2013, is hereby reconstituted to be composed of the following:

Chairman : **Undersecretary for Support Services**

Vice-Chairman : **Assistant Secretary for Support Services**

Members : **Assistant Secretary for Technical Services**  
**Assistant Secretary for UPMO Operations**  
**Assistant Secretary for Luzon Operations**  
**Assistant Secretary for Vis-Min Operations**  
**Director, Human Resource and Administrative Service**  
**Director, Information Management Service**  
**Director, Planning Service**  
**Director, Financial and Management Service**  
**Director, Stakeholders Relations Service**  
**Representative, DPWH-CO Employees Association**

The tasks of the DPWH PMT shall include, but shall not be limited to, the following:

1. Formulates the DPWH Strategic Performance Management System (SPMS) consistent with the SPMS guidelines for approval of the Secretary and submission to the CSC;
2. Schedules consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating (OPCR) Form;
3. Identifies and provides the kind of interventions needed for the proper implementation of the SPMS in the Central Office, Regional Offices and District Engineering Offices;

4. Sets performance standards and/or database/summary of targets which will serve as basis for verification of accomplishments;
5. Oversees and observes the performance of offices or delivery units and assist the Secretary in undertaking the force ranking of offices and individuals;
6. Adopts and undertakes a communications strategy which will engage the employees in the process of understanding the new CSC-approved DPWH SPMS, especially in setting the individual performance targets and linking the same to the performance targets of their respective offices;
7. Assists the Office-PMTs in setting of targets /commitments to ensure that the *Office*, *Division* or *Individual* performance targets/commitments are properly aligned with the Department's MFOs and/or Operations Plan of each office;
8. Ensures that office performance targets and measures, as well as budget are aligned with those of the agency and that work distribution of offices/units is rationalized;
9. Publishes the performance targets of the Department, including monthly or quarterly accomplishments, in the DPWH website for the public to be informed and the employees to access;
10. Acts as an appeal body and final arbiter for performance management issues of DPWH and other issues arising from the implementation of SPMS referred by Office-PMTs, including concerns on performance-based incentive system of this Department pursuant to E.O. No. 80, dated 20 July 2012;
11. Ensures adherence to the guidelines of the SPMS; and
12. Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations.

To facilitate the functions of the DPWH-PMT, and for the Heads of Offices concerned to assume primary responsibility for performance management in their respective offices, the following **Office-PMTs** are likewise established; to wit:

**A. BUREAUS**

Chairman : **Bureau Director**

Members : **Assistant Bureau Director**  
**All Division Chiefs**  
**Administrative Officer**  
**Bureau Representative, DPWH-CO Employees Association**

**B. SERVICES**

Chairman : **Service Director**

Members : **All Division Chiefs**  
**Service Representative, DPWH-CO Employees Association**

**C. UPMO**

Chairman : **Cluster Project Director**

Members : **Assistant Project Director**  
**Division Chief (Engineer V)**  
**Administrative Officer**  
**UPMO Representative, DPWH-CO Employees Association**

**D. REGIONAL OFFICES**

Chairman : **Regional Director**

Members : **Assistant Regional Director**  
**All Division Chiefs and two (2) District Engineers**  
**to be identified by the Regional Director**  
**President, DPWH-RO Employees Association**

**E. DISTRICT ENGINEERING OFFICES**

Chairman : **District Engineer**

Members : **Assistant District Engineer**  
**All Section Chiefs**  
**Representative, DPWH-DEO Employees Association**

The tasks of the Office-PMTs shall include, but shall not be limited to, the following:


1. Sets consultation meeting with the supervisors and agree on the outputs that should be accomplished on the *Office Performance Commitment* based on the approved infrastructure program and/or office operations plan;
2. Identifies and provides the kind of interventions needed for the proper implementation of the SPMS in the Bureaus, Services, Regional Offices and District Engineering Offices;
3. Sets performance standards and/or database/summary of targets which will serve as basis for verification of accomplishments;
4. Adopts and undertakes a communications strategy which will engage the employees in the process of understanding the new CSC-approved DPWH SPMS, especially in setting the individual performance targets and linking the same to the performance targets of their respective offices;

5. Identifies development needs of the office and potential top performers (office and individual) for performance-based rewards including force ranking of employees;
6. Ensures that office performance targets and measures, as well as budget are aligned with those of the agency and that work distribution of offices/units is rationalized;
7. Acts as an appeal body and final arbiter for performance management issues of DPWH and other issues arising from the implementation of SPMS, including concerns on performance-based incentive system of this Department pursuant to E.O. No. 80, dated 20 July 2012; and
8. Ensures adherence to the guidelines of the SPMS.

The RO-PMT shall act as an appeal body on issues and concerns arising from the implementation of the SPMS in the DEO and provide the kind of interventions needed for its proper implementation. If issues cannot be resolved in the Regional Office, it may refer the same to the DPWH-PMT.

Both the DPWH-PMT and Office-PMTs shall create their own Technical Working Groups (TWGs) and Secretariat to assist them in the discharge of their respective functions, copy furnished the Human Resource Management Division, Human Resource and Administrative Service, of the composition thereof.

This Order supersedes D.O. No. 97, s. 2015 and shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary  
  
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