



MC No. 1, s. 2009

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES;
DEPARTMENTS, BUREAUS AND AGENCIES OF THE
NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS;
GOVERNMENT-OWNED AND CONTROLLED
CORPORATIONS WITH ORIGINAL CHARTERS; AND STATE
UNIVERSITIES AND COLLEGES

SUBJECT : Extension of Deadlines on the Installation of the PMS-OPES
in All Government Agencies

In CSC Memorandum Circular No. 7, s. 2007, the Commission directed all government agencies to install the Performance Management System – Office Performance Evaluation System (PMS-OPES) given specific deadlines for the completion of the installation process with the assistance of a designated pool of CSC PMS Facilitators, as follows

Dec. 31, 2007	Batch 1: All National Government Agencies (including their regional offices)
June 30, 2008	Batch 2: All attached agencies, GOCCs and GFIs (including their regional offices) and all State Universities and Colleges (SUCs)
Dec. 31, 2008	Batch 3: All Local Government Units (LGUs)

In the course of its implementation, the Commission recognized that there are technical intricacies and other challenges in the installation of the PMS-OPES in the agencies plus the limited time given to complete said installation.

Moreover, there is a limited number of accredited CSC PMS Facilitators vis-à-vis the number of government agencies which will be given technical assistance in the installation of the PMS.

Further, the Commission is embarking on a project to enhance the existing PMS-OPES such that the system will be linked to the Medium Term Philippine Development Plan (MTPDP), the Organizational Performance Indicators Framework (OPIF), the Agency Strategic Plan, and the Agency PMS such as the CESPES and PES.

Furthermore, Section 5 of Administrative Order No. 241 (Mandating the Speedy Implementation of RA No. 9485 otherwise known as the "Anti-Red Tape Act of 2007" and its IRR and Strengthening the Application Thereof) dated October 2, 2008, directs all agencies to "institute a Performance Evaluation System based on

objectively measured output and performance of personnel and units, such as the Performance Management System-Office Performance Evaluation System (PMS-OPES) developed by the CSC.”

Hence, pursuant to CSC Resolution No. **09-0002 dated January 6, 2009**, 2009, the Civil Service Commission extends the deadlines set in CSC MC No. 7, s. 2007 for the installation of the PMS in all government agencies.

In the meantime, agencies shall undertake the following:

1. Select and organize committees or teams that will lead and oversee the installation of the PMS in their respective agencies. The key players and groups that shall be created for the PMS-OPES in agencies are the following:
 - a) **PMS Champion**, preferably the third level officer or CEO, who will pursue the implementation of the OPES-based PMS in the agency as well as to fight for the cause of the Calibration Committee, Measurement Development Team and Project Team/Secretariat. The Champion has the interest and enthusiasm to spearhead the project and possess adequate influence/ability to mobilize efforts for implementation of activities.
 - b) **Calibration Committee (CC)**. The Committee acts as the final arbiter and determining body for the points for each output. It is the group that will manage the development and implementation of the agency performance management system including the creation of policies and guidelines for the PMS-OPES. It shall conduct its own processes for determining the points and discusses with the Measurement Development Team (MDT) the PMS-OPES Output Reference Table.

The CC should possess the following criteria: trustworthy/unquestionable integrity, has met acceptable standards of work, has wide exposure to the work of the agency and has nothing to gain or lose in doing his/her tasks as member.

- c) **PMS-OPES Measurement Development Team (MDT)**. Acts as the technical working group for the Calibration Committee. It is the team that will manage the development of the PMS-OPES Output Reference Table before it is submitted to the Calibration Committee for review.

The MDT should be composed of an office head as internal facilitator with members from the different units of the agency, preferably Division Chiefs, who are familiar with a number of tasks performed by the offices in the agency, and other members comfortable with numbers.

- d) **PMS-OPES Project Team/Secretariat**. The team that will liaise with the CSC, support the process and ensure that activities are on schedule, changes/agreements discussed are followed through, and milestones are achieved. Members of the Secretariat should preferably come from the Planning or Personnel Office.

e) **PMS Technical Expert.** In-house expert/resource person on PMS who continues to update himself/herself in the area of performance management.

2. Submit the composition of teams through the CSC Field Office concerned not later than January 30, 2008. The submitted list of agency teams shall be turned over to the Personnel Policies and Standards Office (PPSO) by the CSC Regional Office not later than February 13, 2009.
3. Request briefing/orientation from the CSC Regional Office concerned on the installation of the PMS-OPES to be conducted by CSC PMS Facilitators starting January 2009.

Agencies are not precluded from requesting priority assistance, subject to availability of facilitators/resource persons.

4. Ensure smooth implementation of the PMS installation using the following timetable as guide:

Activities	Agency/Unit Responsible	Where	Timeline
1. Submission of Agency PMS Key Players and Groups	a) All government agencies b) CSC Regional Offices	CSC Field Offices CSC-Personnel Policies and Standards Office (PPSO)	Not later than January 30, 2009 February 13, 2009
2. PMS Facilitators' Training • CSC Directors (including Dir. II) • HRMO Managers • Agency-nominated technical staff/officials	CSC-Human Resource Development Office (HRDO)		Starting February 2009
3. Orientation/Briefing on PMS-OPES	CSC and PMS Facilitators	Agencies with previous request Pilot Agencies: - DBM - DPWH - DBP - SSS - City Govt. of Marikina - Provincial Govt. of Bohol	Starting March to June 2009
4. Follow through of the first batch of agencies which completed the OPES Reference Tables	CSC through the PMS Facilitators		Starting January 2009

Activities	Agency/Unit Responsible	Where	Timeline
5. Study of pilot agencies and LGUs' performance before and after PMS-OPES	CSC-Personnel Policies and Standards (PPSO)		January to February 2009
6. System Refinement <ul style="list-style-type: none"> • Set-up a Project Steering Committee and TWG Project Team within CSC to oversee development of the integrated PMS design • Develop the proposed design (IT-based) • Consult with various professional groups for the development and refinement of the design such as public sector HRMOs, CESB officials and staff, NEDA officials and staff, practitioners from PMAP/other private sector groups/experts, etc. • Develop the set of performance indicators by occupational/functional groups 	CSC		Starting March 2009
7. Orientation/Technical Assistance on the PMS <ul style="list-style-type: none"> • Crafting the OPES Reference Table for Units/Office/Depts. • Pilot Testing the OPES Reference Table • Evaluation of the OPES Reference Table • Refinement of the OPES Reference Table 	PMS Facilitators	All line departments/bureaus	Starting July 2009
8. Orientation/Technical Assistance on the PMS <ul style="list-style-type: none"> • Crafting the OPES Reference Table for Units/Office/Depts. • Pilot Testing the OPES Reference Table • Evaluation of the OPES Reference Table • Refinement of the OPES Reference Table 	PMS Facilitators	GOCCs	Starting October 2009

Activities	Agency/Unit Responsible	Where	Timeline
9. Orientation/Technical Assistance on the PMS <ul style="list-style-type: none"> • Crafting the OPES Reference Table for Units/Office/Depts. • Pilot Testing the OPES Reference Table • Evaluation of the OPES Reference Table • Refinement of the OPES Reference Table 	PMS Facilitators	LGUs	Starting 2010

A pool of **PMS Facilitators** shall be constituted to assist other government agencies in the installation of the PMS-OPES. They shall undergo PMS Facilitators' Training to be able to explain the rationale, basic features and connection of the PMS-OPES with other performance management planning and evaluation systems; and guide the agency in the preparation of an OPES reference table.

As such, agencies are encouraged to nominate qualified technical staff/officials who will be trained and tapped by the Civil Service Commission to help other government agencies as PMS Facilitator. The agency-nominated technical staff/officials may be assigned to the CSC for a period not exceeding one (1) year.

CSC Resolution No. 070733 dated April 11, 2007 and Resolution No. 080170 dated January 28, 2008, and all policies/guidelines inconsistent herewith are hereby repealed.

This Memorandum Circular takes effect immediately.


RICARDO L. SALUDO
 Chairman

January 6, 2009



**Extension of Deadlines on the Installation
 Of the PMS-OPES in All Government Agencies**

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RESOLUTION NO. 090002

WHEREAS, pursuant to CSC Resolution No. 070733, the Commission directed all government agencies to install the Performance Management System – Office Performance Evaluation System (PMS-OPES) given specific deadlines for the completion of the installation process;

WHEREAS, the Commission has targeted the completion of the installation of the PMS-OPES for the national government agencies (NGAs) by the end of December 2007; for the attached agencies, GOCCs, GFIs and all SUCs by the end of June 2008; and for all local government units (LGUs) by the end of December 2008 with the assistance of a designated pool of CSC PMS Facilitators to provide technical support based on CSC Memorandum Circular No. 7, s. 2007;

WHEREAS, the Commission recognizes the technical intricacies and other challenges in the installation of the PMS-OPES in the agencies and also the limited time given to complete said installation;

WHEREAS, the Commission also recognizes that there is a limited number of accredited CSC PMS Facilitators vis-à-vis the number of government agencies which will be given technical assistance in the installation of the PMS;

WHEREAS, the Commission is embarking on a project to enhance the existing PMS-OPES such that the system will be linked to the Medium Term Philippine Development Plan (MTPDP), the Organizational Performance Indicators Framework (OPIF), the Agency Strategic Plan, and the Agency PMS such as the CESPES and PES;

WHEREAS, Section 5 of Administrative Order No. 241 (Mandating the Speedy Implementation of RA No. 9485 otherwise known as the “Anti-Red Tape Act of 2007” and its IRR and Strengthening the Application Thereof) dated October 2, 2008, directed all agencies to *“institute a Performance Evaluation System based on objectively measured output and performance of personnel and units, such as the Performance Management System-Office Performance Evaluation System (PMS-OPES) developed by the CSC.”*

WHEREAS, there is a need to revise the deadlines targeted for all government agencies in view of the enhancement being made on the existing PMS-OPES;

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SEYMOUR R. PAJARES

Chief Personnel Specialist

Communication Secretariat & Liaison Office

NOW, THEREFORE, foregoing premises considered, the Commission **RESOLVES**, as it hereby **RESOLVED** to extend the deadlines set in CSC MC No. 7, s. 2007 for the installation of the PMS in all government agencies.

RESOLVED further that agencies shall undertake the following:

1. Select and organize committees or teams that will lead and oversee the installation of the PMS in their respective agencies. The key players and groups that shall be created for the PMS-OPES in agencies are the following:

- a) **PMS Champion**, preferably the third level officer or CEO, who will pursue the implementation of the OPES-based PMS in the agency as well as to fight for the cause of the Calibration Committee, Measurement Development Team and Project Team/Secretariat. The Champion has the interest and enthusiasm to spearhead the project and possess adequate influence/ability to mobilize efforts for implementation of activities.
- b) **Calibration Committee (CC)**. The Committee acts as the final arbiter and determining body for the points for each output. It is the group that will manage the development and implementation of the agency performance management system including the creation of policies and guidelines for the PMS-OPES. It shall conduct its own processes for determining the points and discusses with the Measurement Development Team (MDT) the PMS-OPES Output Reference Table.

The CC should possess the following criteria: trustworthy/unquestionable integrity, has met acceptable standards of work, has wide exposure to the work of the agency and has nothing to gain or lose in doing his/her tasks as member.

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The MDT should be composed of an office head as internal facilitator with members from the different units of the agency, preferably Division Chiefs, who are familiar with a number of tasks performed by the offices in the agency, and other members comfortable with numbers.

- d) **PMS-OPES Project Team/Secretariat**. The team that will liaise with the CSC, support the process and ensure that activities are on schedule, changes/agreements discussed are followed through, and milestones are achieved. Members of the Secretariat should preferably come from the Planning or Personnel Office.
- e) **PMS Technical Expert**. In-house expert/resource person on PMS who continues to update himself/herself in the area of performance management.

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Chief Personnel Specialist
Commission Secretariat & Liaison Office



2. Submit the composition of teams through the concerned CSC Field Office not later than January 30, 2009. The submitted list of agency teams shall be turned over to the Personnel Policies and Standards Office (PPSO) by the CSC Regional Office not later than February 13, 2009.
3. Request briefing/orientation from the CSC Regional Office concerned on the installation of the PMS-OPES to be conducted by CSC PMS Facilitators starting January 2009.

Agencies are not precluded from requesting priority assistance, subject to availability of facilitators/resource persons.

4. Ensure smooth implementation of the PMS installation using the following timetable as guide:

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3. Orientation/Briefing on PMS-OPES	CSC and PMS Facilitators	Agencies with previous request Pilot Agencies: - DBM - DPWH - DBP - SSS - City Govt. of Marikina - Provincial Govt. of Bohol	Starting March to June 2009
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5. Study of pilot agencies and LGUs' performance before and after PMS-OPES	CSC-Personnel Policies and Standards Office (PPSO)		January to February 2009

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Chief Personnel Specialist
Commissioner Secretariat & Liaison Office

Activities	Agency/Unit Responsible	Where	Timeline
<p>6. System Refinement</p> <ul style="list-style-type: none"> • Set-up a Project Steering Committee and TWG Project Team within CSC to oversee development of the integrated PMS design • Develop the proposed design (IT-based) • Consult with various professional groups for the development and refinement of the design such as public sector HRMOs, CESB officials and staff, NEDA officials and staff, practitioners from PMAP/other private sector groups/experts, etc. • Develop the set of performance indicators by occupational/functional groups 	CSC		Starting March 2009
<p>7. Orientation/Technical Assistance on the PMS</p> <ul style="list-style-type: none"> • Crafting the OPES Reference Table for Units/Office/Depts. • Pilot Testing the OPES Reference Table • Evaluation of the OPES Reference Table • Refinement of the OPES Reference Table 	PMS Facilitators	All line departments/bureaus	Starting July 2009
<p>8. Orientation/Technical Assistance on the PMS</p> <ul style="list-style-type: none"> • Crafting the OPES Reference Table for Units/Office/Depts. • Pilot Testing the OPES Reference Table • Evaluation of the OPES Reference Table • Refinement of the OPES Reference Table 	PMS Facilitators	GOCCs	Starting October 2009
<p>9. Orientation/Technical Assistance on the PMS</p> <ul style="list-style-type: none"> • Crafting the OPES Reference Table for Units/Office/Depts. • Pilot Testing the OPES 	PMS Facilitators	LGUs	Starting 2010

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[Signature]
SEYMOUR E. PAJARES
 Chief Personnel Specialist
 Commission, Secretariat & Legislative Office

Activities	Agency/Unit Responsible	Where	Timeline
Reference Table • Evaluation of the OPES Reference Table • Refinement of the OPES Reference Table			

A pool of **PMS Facilitators** shall be constituted to assist other government agencies in the installation of the PMS-OPES. They shall undergo PMS Facilitators' Training to be able to explain the rationale, basic features and connection of the PMS-OPES with other performance management planning and evaluation systems; and guide the agency in the preparation of an OPES reference table.

As such, agencies are encouraged to nominate qualified technical staff/officials who will be trained and tapped by the Civil Service Commission to help other government agencies as PMS Facilitator. The agency-nominated technical staff/officials may be assigned to the CSC for a period not exceeding one (1) year.

CSC Resolution No. 070733 dated April 11, 2007 and Resolution No. 080170 dated January 28, 2008, and all policies/guidelines inconsistent herewith are hereby repealed.

This Resolution shall take effect immediately.

Quezon City, 6 JAN 2009



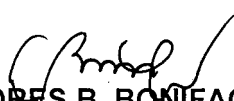
RICARDO L. SALUDO
Chairman

On Leave
CESAR D. BUENAFLOR
Commissioner



MARY ANN Z. FERNANDEZ-MENDOZA
Commissioner

Attested by:



DOLORES B. BONIFACIO
Director IV

Commissioner Secretariat and Liaison Office

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SEYMOUR R. PASARES
Chief Personnel Specialist

Commissioner Secretariat and Liaison Office