



Republic of the Philippines
Department of Science and Technology
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
"Making Science Work for You"

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STII SPECIAL ORDER NO. 022

Series of 2013

SUBJECT : Creation of the STII Performance Management Group for the Grant of FY 2012 Performance-Based Bonus (PBB)

Pursuant to Memorandum Circular No. 2012-05 dated 14 January 2013 (*Guidelines to Clarify the Eligibility and the Ranking of Personnel in Line with the Grant of PBB for FY 2012*), the **STII Performance Management Group (PMG)** is hereby created as follows:

| | | |
|-------------|---|---|
| Chairperson | - | Aristotle P. Carandang, PhD CRPD-Chief |
| Members | - | Rosie R. Almocera IRAD-Chief |
| | | Arlene E. Centeno FAD-Chief |
| | | Benedict P. Cagaanan Supervising SRS/Planning Officer |
| | | Mona Carina E. Montevirgen. Supervising SRS/STII-EA President |
| Secretariat | - | Cristeta S. Olivar Administrative Officer V |
| | | Espie Angelica A. de Leon Information Officer III |

The **Performance Management Group (PMG)** shall have the following duties and responsibilities:

- 1) Set consultation meeting to discuss targets set in the office performance commitment and appraisal form;
- 2) Establish criteria and conditions for the forced ranking of all STII employees according to the extent/degree of their contribution to the achievement of the agency performance targets;

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- 3) Evaluate, rate and rank employees based on the established conditions and criteria;
- 4) Act as appeal body and final arbiter for performance management issues of the agency;
- 5) Ensure the adherence of the agency to the criteria and guidelines of the grant of PBB;
- 6) Observe fairness and transparency at all times in evaluating employee's performance;
- 7) Recommend the approval of the forced ranking of employees to the Head of the Agency.

The **Secretariat** shall have the following duties and responsibilities:

- 1) Schedule meeting for the group and ensure that all concerns are addressed within the timeframe;
- 2) Monitor the submission of Performance Commitment and Appraisal Report;
- 3) Consolidate, review, validate and evaluate performance assessment issues before the final evaluation and ranking of the PMG;
- 4) Document all activities and ensure transparency through posting of ranking results upon approval of the Head of the Agency;
- 5) Provide final assessment report to all divisions to serve as basis for the next evaluation period.

This order shall take effect immediately.



RAYMUND E. LIBORO
Director

NAME OF AGENCY: Science and Technology Information Institute

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