



OFFICE ADDRESS: NATIONAL GOVERNMENT CENTER  
E. DE LOS SANTOS AVENUE  
QUEZON CITY PHILIPPINES

TELEPHONE NOS.: 929-6071 to 78  
TELEFAX NO.: 928-9343  
TIN: 000-916-415

OUR REFERENCE:

MC No. 28, s. 2009

### MEMORANDUM CIRCULAR

**TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS,  
DEPARTMENT/REGIONAL/OPERATION/PROJECT/DIVISION MANAGERS  
AND ALL OTHERS CONCERNED**

**SUBJECT: INSTALLATION OF NIA PERFORMANCE MANAGEMENT SYSTEM-  
OFFICE PERFORMANCE EVALUATION SYSTEM (PMS- OPES)**

The Civil Service Commission (CSC) recognizing the technical intricacies and other challenges in the installation of the PMS-OPES plus the limited time given to complete the said installation has extended the deadlines set in CSC MC No. 7, s. 2007 for the installation of the PMS in all government agencies. In the meantime, the NIA shall undertake the following as directed by the Commission, viz:

1. Select and organize committees or teams that will lead and oversee the installation of the PMS. The key players and groups that shall be created for the PMS-OPES 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.

Relative thereto, a NIA PMS-OPES is hereby organized, Chairmanship and membership of which shall be on ex-officio capacity, as follows:

**Champion** - Deputy Administrator for Administrative & Finance Sector

**Calibration Committee (CC)** - Administrative Department Manager  
Financial Management Department Manager  
Operations Department Manager  
Engineering Department Manager

**Measurement Development Team (MDT)**- Manager, Internal Audit Services  
Manager, Human Resources Division  
Manager, Management Information System Division ✓  
Manager, Organization & Management Audit Division  
Manager, Institutional Development Division  
Manager, Budget & Revenue Division  
Manager, Construction Management Division  
Representative of ARDOMA & PMs (On call)

**Project Team/Secretariat** - HRD- TCDS

An orientation on the installation of the PMS-OPES may be requested, as the need arises, from the concerned CSC Field Office.

Be guided accordingly.

  
**CARLOS B. SALAZAR**  
Administrator

2 July 2009