



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 189-2016

TO: ALL JUDGES OF FIRST AND SECOND LEVEL COURTS

SUBJECT: CREATION OF OFFICE PERFORMANCE MANAGEMENT TEAMS PURSUANT TO THE REVISED GUIDELINES FOR THE IMPLEMENTATION OF A STRATEGIC PERFORMANCE MANAGEMENT SYSTEM IN THE JUDICIARY

Pursuant to the Resolution of the Court *en banc* dated 7 June 2016, in A.M. No. 15-12-05-SC, which confirmed the Revised Guidelines for the Implementation of a Strategic Performance Management System (SPMS) in the Judiciary, and in compliance with the relevant Memorandum Circulars issued by the Civil Service Commission,¹ all branches of the first and second level courts are required to create and organize their respective Office Performance Management Teams (OPMT) which shall be tasked to “consolidate, review, validate and evaluate the initial performance assessment”² of each court personnel who in turn will be accomplishing their respective Individual Performance Commitment and Review (IPCR) Forms.

Each OPMT shall be composed of the Presiding Judge as the Chairperson, the Branch Clerk of Court as the Vice-Chairperson, and three (3) court personnel of the branch as members, to be designated

1 *Guidelines in the Establishment and Implementation of Agency Strategic Performance Management*, Civil Service Commission Memorandum Circular No. 6, Series of 2012, 16 March 2012; *Adopting the Revised Policies on the Performance Evaluation System*, Civil Service Commission Memorandum Circular No. 13, Series of 1999, 17 August 1999; *Reiterating the Installation of a Performance Management System*, Civil Service Commission Memorandum Circular No. 1, Series of 2009, 6 January 2009.

2 *Revised Guidelines for the Implementation of a Strategic Performance Management System (SPMS) in the Judiciary*, A.M. No. 15-12-05-SC, 7 June 2016.

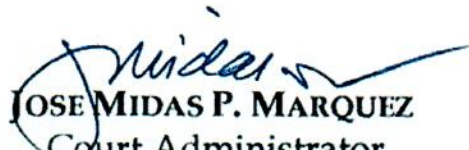
by the Presiding Judge. In the case of the Office of the Clerk of Court, the OPMT shall be composed of the Executive Judge as the Chairperson, the Clerk of Court as the Vice-Chairperson, and three (3) court personnel of the office as members, to be designated by the Executive Judge in consultation with the Clerk of Court.

In the absence of the Presiding Judge, the designated Acting Presiding Judge shall be the Chairperson of the OPMT. Where the court has not yet designated an Acting Presiding Judge in vacant courts, the Judge of the Pairing Court shall be the Chairperson of the OPMT. Where the court has designated Assisting Judges, they shall provide inputs to the OPMT of the court where they have been designated.

The Chairpersons of each OPMT are directed to submit the composition of their respective OPMTs to Atty. Caridad A. Pabello, Chief of Office, Office of Administrative Services - Office of the Court Administrator, through email at both **capabello@sc.judiciary.gov.ph** and **caridadapabello@yahoo.com**, no later than 26 August 2016.

For strict compliance.

18 August 2016


JOSE MIDAS P. MARQUEZ
Court Administrator