



4 August 2021

**MEMORANDUM NO. 529**  
Series of 2021

**T O: Dr. Daniel Leslie S. Tan**

**R E: Designation as Chairperson of the Performance Management Team (PMT)  
and PBB Focal Person**

In view of the retirement of Dr. Remberto A. Patindol, you are hereby designated as Chairperson of the Performance Management Team (PMT) and PBB Focal Person effective immediately until December 31, 2021.

The PMT is tasked to perform the following:

- Sets consultation meetings with heads to discuss targets in the OPCR;
- Ensures that office performance targets are aligned with those of the agency and work distribution of units is rationalized;
- Calibrates and recommends approval of OPCR targets and ratings to the University President;
- Acts as appeals body and final arbiter for performance management issues of the university;
- Identifies potential top performers and provide inputs to the Program on Awards and Incentives for Service Excellence (PRAISE) Committee for grants of awards and incentives; and
- Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: ODHRM/OHRSPPR  
Records  
File