



**COMMISSION RESOLUTION NO. 2022-002  
ADOPTING THE NPTE PERFORMANCE EVALUATION PROCESS**

**WHEREAS**, pursuant to Section 10 of Republic Act (RA) No. 9729 or the Climate Change Act of 2009, as amended, the Climate Change Commission (CCC) constituted its National Panel of Technical Experts (NPTE) consisting of reputed Filipino experts in climate science, climate change adaptation and mitigation, and other disciplines related to climate change, including disaster risk reduction;

**WHEREAS**, the NPTE provides technical advice to the CCC in climate science, green technologies, risk assessment, strengthening the adaptive capacity of climate and disaster vulnerable communities, and in the project appraisal, monitoring and evaluation process for climate financing;

**WHEREAS**, the Commission shall set the qualifications and compensation for the NPTE as provided by Section 10 of RA No. 9729;

**WHEREAS**, Rule VII of the Revised Implementing Rules and Regulations of RA 9729, as amended, provides that the Commission, upon consultation with the Department of Budget and Management (DBM), may set the honoraria for the members of the NPTE either on a per-meeting or on a per-month basis, or other arrangements as deemed appropriate;

**WHEREAS**, pertinent DBM issuances have been the bases for determining the proposed honoraria rates, along with performance standards for the services to be rendered by the NPTE based on the Terms of Reference (TOR) adopted by the Commission under Resolution No. 2021-004;

**WHEREAS**, the Roles and Responsibilities of the NPTE in accordance with RA 9729 and outlined in Section II of the TOR of the NPTE are to provide assistance to CCC and various government agencies and attendance and participation in official meetings and activities, as adopted in Commission Resolution 2021-004;

**WHEREAS**, the members of the NPTE are also expected to prepare and submit output related to climate change-related activities requested by CCC and Climate Change Office (CCO), as outlined in Section III of the NPTE TOR, as adopted in Commission Resolution 2021-004;

**WHEREAS**, there is a need to establish the Performance Evaluation indicators and workflow for processing of the NPTE honorarium for the purpose of serving as the basis of quarterly honoraria processing and payment of the members of the NPTE;

**NOW, THEREFORE, BE IT RESOLVED**, that the Commission shall institutionalize the Performance Evaluation Form (attached as Annex A) and NPTE honorarium workflow (attached as Annex B);

**RESOLVED FURTHER**, that the Commission through the NPTE Secretariat, shall evaluate the performance of the Panel members using the following, but not limited to, indicators as outlined in the Performance Evaluation Form:

1. Attendance and/or participation in the quarterly regular NPTE meetings and planning workshops/ discussions/ meetings led by CCC;

2. Participation and/or organization of climate change-related meetings, forums, and activities upon request of National Government Agencies, Local Government Units, State Universities and Colleges, Higher Education Institutions, among others;
3. Provision of expert comments and inputs to official climate change-related reports, agreements, policies, programs, projects and technical support and assistance, and other climate change-related documents upon request; and
4. Participation in and/or provision/contribution of advice and inputs in IPCC and other international climate change and disaster risk forums

**RESOLVED FURTHER**, that the rate of honoraria (Annex C), in consideration of pertinent provisions of Section VII of R-IRR, as well as DBM Circular 2007-001 and 2007-002 and the agreement made for determining the NPTE honoraria during the Year 2022 Budget Briefing on 11-12 May 2022, shall be based on quantifiable outputs based on the Terms of Reference of the NPTE per Commission Resolution No. 2021-004, and shall be subject to monitoring of accomplishments of the NPTE with respect to climate change-related activities, consolidation of supporting documents, evaluation and certification of the Performance Evaluation Form, transmittal of the Performance Evaluation Form and supporting documents to the release of honorarium of NPTE members shall comprise the NPTE honorarium workflow, conducted on a quarterly basis;

**RESOLVED FURTHER**, that the effectiveness of this Performance Evaluation Process shall encompass the evaluation of the NPTE performance beginning the adoption of Commission Resolution No. 2021-009<sup>1</sup> on 13 October 2021, and shall be periodically reviewed in the exigency of public service.

**RESOLVED FINALLY**, that the Commission adopts the Performance Evaluation form (attached as Annex A) as guideline for processing of the NPTE honoraria and its corresponding attachments to be issued as a Special Order, consistent with aforesaid laws and Commission Resolutions, as well as pertinent budgetary, accounting, and auditing rules and regulations.

**APPROVED** this 24<sup>th</sup> day of November 2022, in the City of Manila, Philippines.

  
**MARIA ANTONIA YULO-LOYZAGA**  
 Official Representative of the Chairperson to the CCC



  
**ROBERT E.A. BORJE**  
 Vice Chairperson

  
**RACHEL ANNE S. HERRERA**  
 Commissioner

  
**ALBERT P. DELA CRUZ, SR.**  
 Commissioner

<sup>1</sup>Commission Resolution No. 2021-009 Appointing New Members of the National Panel of Technical Experts (NPTE) of the Climate Change Commission

Annex A



**NATIONAL PANEL OF TECHNICAL EXPERTS'  
PERFORMANCE EVALUATION FORM  
[Period Covered]**

Name:

On a scale of 0 to 4, please rate the performance of the NPTE by encircling the number that corresponds to your rating on each of the indicators given below, where:

Performance Indicators	Rating	Remarks
A. Attendance and/or participation in the quarterly regular NPTE meetings and planning workshops/ discussions/ meetings led by CCC	0 1 2 3 4	
B. Organized or participated in climate change-related meetings, forums, and activities upon request of National Government Agencies, Local Government Units, State Universities and Colleges, Higher Education Institutions, among others*	0 1 2 3 4	
C. Provided expert comments and inputs to official climate change-related reports, agreements, policies, programs, projects and technical support and assistance, and other climate change-related documents upon request	0 1 2 3 4	
D. Provided expert contribution/ participated in IPCC or other international climate change and disaster risk forums*	0 1 2 3 4	
<b>AVERAGE</b>		
<b>RATING</b>		

*\*May not be applicable on certain period covered/ Upon invitation only to particular expert*

**Rating Guidelines as indicated in performance indicators**

0	Not Applicable
1	0-25% attended/participated/accommodation of requests/invitations
2	26-50% attended/participated/accommodation of requests/invitations
3	51-75% attended/participated/accommodation of requests/invitations
4	76-100% attended/participated/accommodation of requests/invitations

Evaluated by:

Concurred by:

**Jerome E. Ilagan**  
Head, NPTE Secretariat

**Commissioner Rachel Anne S. Herrera**

**Commissioner Albert P. Dela Cruz, Sr.**

Certified by:

**Robert E.A. Borje**  
Vice Chairperson and Executive Director

## NPTE RATING GUIDELINES FOR THE EFFECTIVENESS INDICATOR

The NPTE Rating Guidelines shall inform the percentage of quarterly honoraria to be received by each individual NPTE.

Evaluation of NPTE members is unique and on an individual basis, depending on the climate change-related activities requested, subject to their expertise, as summarized in the **Individual NPTE Accomplishment Report**.

The **average rating** from the percentage of compliance obtained for each category of effectiveness indicator shall determine the percentage of quarterly honoraria to be received by each individual NPTE:

Rating Guidelines from the Effectiveness Indicator (from the NPTE Evaluation Form)	Rating from Effectiveness Indicator (from the Average Rating of the NPTE Evaluation Form)	Percentage of quarterly honoraria to be received
0-25% attended/participated/accommodation of requests/invitations	1	25%
26-50% attended/participated/accommodation of requests/invitations	1.1 - 2	50%
51-75% attended/participated/accommodation of requests/invitations	2.1 - 3	75%
76-100% attended/participated/accommodation of requests/invitations	3.1 - 4	100%





### INDIVIDUAL NPTE ACCOMPLISHMENT REPORT

NAME: \_\_\_\_\_  
PERIOD: \_\_\_\_\_

E.I. Category <sup>1</sup>	Title <sup>2</sup>	Date	Action (Y/N)

SUMMARY FOR EFFECTIVENESS INDICATOR (E.I.) <sup>3</sup>			
A	Meetings attended:	Meeting invites:	(insert percentage)
B	Meetings attended:	Meeting invites:	(insert percentage)
C	Requests provided with inputs:	Number of requests:	(insert percentage)
D	IPCC or international forums participated:	Number of invites to IPCC or International forums:	(insert percentage)

<sup>1</sup> A, B, C or D based on the approved Performance Indicator in Commission Resolution No.2022-002.

<sup>2</sup> Title of the request/supporting document forwarded to the NPTE for action.

<sup>3</sup> Percentage obtained from meeting invites/attended for each category will be assessed according to the Rating Guidelines in the and for the NPTE Evaluation Form.

Annex B



**NATIONAL PANEL OF TECHNICAL EXPERTS' HONORARIUM PROCESSING WORKFLOW**

The honorarium processing workflow for the members of the National Panel of Technical Experts shall be conducted on a quarterly basis. The activities and proposed timeline for which are indicated in the gantt chart hereto:

Activity	Estimated Turnaround time	Month 1	Month 2	Month 3	Month 4
1. Monitoring of Accomplishments	whole duration	█	█	█	█
2. Consolidation of supporting documents (as appropriate) by the NPTE Secretariat	five (5) working days	█	█	█	█
3. Evaluation conducted by the Head, NPTE Secretariat	three (3) working days				█
4. Transmittal of the accomplished evaluation forms and supporting documents to the Office of the Commissioners for their review and concurrence, before transmitting to the Office of the Executive Director	three (3) working days				█
5. Certification of the Performance Evaluation Form by the Executive Director	three (3) working days				█
6. Submission of certified evaluation forms and supporting documents to the Finance Unit	five (5) working days				█
7. Release of honorarium to the NPTE members' bank account	three (3) working days				█

The documents serving as supporting documents to be consolidated by the NPTE Secretariat are the following:

- a. Invitation/requests/instructions
- b. Invitation letter and concept notes
- c. Email threads containing the request/member's input
- d. Certificate of Participation
- e. Presentation material
- f. Other forms of documentation, as necessary

*[Handwritten signatures and initials]*



**NATIONAL PANEL OF TECHNICAL EXPERTS'**  
**Implementation of the Commission Prescribed Rate of Allowable Honoraria**  
**of the NPTE following the adoption of Commission Resolution No. 2021-009<sup>4</sup>**

NAME	MAXIMUM ALLOWABLE ANNUAL HONORARIUM	MAXIMUM ALLOWABLE QUARTERLY HONORARIUM
Jihan H. Adil (Dr.)	104,215.26	26,053.82
Nathaniel R. Alibuyog (Dr.)	241,846.50	60,461.63
Zenaida L. Andrade (Dr.)	119,004.00	29,751.00
Wilfredo L. Campos (Dr.)	272,243.50	68,060.88
Gay D. Defiesta (Dr.)	205,371.00	51,342.75
Ramon Lorenzo Luis R. Guinto (Dr.)	241,846.50	60,461.63
Eduardo O. Mangaoang (Dr.)	282,280.50	70,570.13
Jimmy T. Masagca (Dr.)	167,613.00	41,903.25
Susan Mercado (Dr.)	241,846.50	60,461.63
Richard N. Muallil (Dr.)	241,846.50	60,461.63
Emma E. Porio (Dr.)	241,846.50	60,461.63
Patricia Ann J. Sanchez (Dr.)	178,825.50	44,706.38
Meriam M. Santillan (Engr.)	148,329.00	37,082.25
Encarnacion Emilia S. Yap (Ms.)	239,706.00	59,926.50
Maria Angela G. Zafra (Dr.)	150,727.62	37,681.91
Doracie B. Zoleta-Nantes (Dr.)	241,846.50	60,461.63

<sup>4</sup> In the Year 2022 Budget Briefing held on 11-12 May 2022, an agreement that the maximum honoraria to be received by the NPTE shall not exceed 12.5% of its basic annual salary for members of the NPTE in the government sector whereas members from the private sector shall not exceed 12.5% of the rates for a position of a Professor IV, Step 1 of SG 29.