

	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-15-00
			Revision No.:	0
	Quality Procedure	Planning	Effectivity:	November 18, 2024
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PROCEDURE ON PLANNING

1.0 PURPOSE

This document institutionalizes the procedures for the preparation, submission and approval of annual programs, plans, projects and activities of each department/unit in relation to the GCG's mandatory requirement on the submission of the PMDC's Enhanced Performance Scorecard as part of the GOCC Performance Evaluation System (PES).

2.0 POLICY

PMDC considers planning as an important management process through which the organization builds strategies for meeting business goals and objectives. This process is used to prioritize efforts, effectively allocate resources, facilitate decision making, anticipate and mitigate risks as well as develop strategies to maximize and invest in opportunities to achieve improved performance.

3.0 SCOPE

This procedure outlines the specific steps and activities undertaken in the preparation, submission, approval as well as the implementation and evaluation of PPPAs included in the Performance Scorecard.

4.0 DEFINITIONS

1) Performance Evaluation System (PES)- Republic Act (R.A.) No. 10149 mandates the GCG to establish a performance evaluation system, including performance scorecards, which shall apply to all GOCCs. The PES is intended to set the organizational targets of the GOCC.

2) Performance Scorecard refers to a governance and management tool forming part of the performance evaluation system, which consists of a set of measures, targets and initiatives that facilitate the achievement of breakthrough results and performance through the effective and efficient monitoring and coordination of the strategic objectives of the GOCC.

3) Activity- typically one stage of a project management plan. An activity consists of one or more actions that, upon completion will lead to the next project stage. Taken together as a series, the activities will result in the final deliverable.

4) Program- is defined as coordinating and managing multiple related projects and other activities toward the achievement of one or more strategic objectives.

5) Project Design- occurs in the beginning stages of any project and consists of planning out the ideas, schedules, processes, materials, deliverable, and KPIs that are required to achieve the project's objectives and success criteria. It shall also identify the project management in-charge as well as the implementation and evaluation mechanism including impact assessment to further enhance the positive aspects of the project.

Approved by:  Lucas R. Vidad Vice President, Operations	Date:
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6) Impact assessment- is a planning and decision-making tool used to assess the potential positive and negative effects of proposed projects. Impact assessments consider a wide range of factors and propose measures to mitigate projects' adverse effects.

5.0 RESPONSIBILITY

- 1) **Planning Committee-** shall initiate the formulation and identification of the long-range corporate vision, mission, goals as well as targets and objectives to be incorporated in the PMDC's Charter Statement and Strategy Map;

Schedule and organize planning activities for key departments to determine the Major PPPAs (Plans, Programs, Projects and Activities) to be included in Annual PES;

Present recommendations for approval by the Chair, President and CEO on the following:

- 1) Conduct of quarterly review and assessment of departmental accomplishments based on the submitted PES to GCG;
- 2) Come up with a **Shared Calendar** that will outline all quarterly deadlines and required submission relative to the PMDC's Performance Scorecard, schedule for the submission of required documents related to procurement, submission of all requirements as agreed during the internal audit and other IQA related activities, and schedule of General Assemblies (e.g. quarterly) in coordination with the Office of the President and HRAD;
- 3) Conduct Strategic Planning Workshop and other project planning activities to assist project owners and partners in the timely implementation of targets and achieve desired results and accomplishments;
- 4) Initiate the review and regular updating of documented information required in the Quality Management System (QMS) in close coordination with the Internal Quality Auditors, e.g. Risk and Opportunities Register, Needs and Expectations of Interested Parties, among others in order to assist process owners, determine the actions required and evaluate the effectiveness of action plans identified;
- 5) Present and submit to the PMDC Board and GCG for approval all required documents related to the Performance Scorecard; and
- 6) Upon receipt of the validated Performance Scorecard from the GCG, the Interim Planning Committee shall initiate the review and provide recommendations to Management for any change in strategies, plans, if necessary.

- 2) **Planning Secretariat-** shall assist in all planning activities organized by the Planning Committee, assist the consolidation of reports, documents, and perform other tasks which are necessary to ensure proper implementation of planning activities

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- 3) **Department Managers/ Unit In-charge-** shall submit to the Planning Committee for consolidation, all approved project design, plans, programs and activities for inclusion in the PES and Corporate Operating Budget.
- 4) **Vice President for Operations/ Vice President for Corporate Services-** endorses all projects, programs, plans and activities identified by each department/unit for inclusion in the PES and COB.
- 5) **President and CEO-**approves all project, program as well as activity designs endorsed for inclusion in the PES and COB.
- 6) **PMDC Board-** approves the Annual PES and COB for submission to the GCG and all documents required as part of the Performance Evaluation System (PES).

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 Vice President, Operations

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6.0 PROCESS FLOW

PROCESS

PERSON RESPONSIBLE/NOTES

Planning Committee initiates all planning activities for key departments and units to determine the major PPPAs for inclusion the PES and COB

Project proponent/implementer confers with the Department Manager concerned who shall provide all the specific details, information and attach other important documents relative to the proposed project/plan/program or activity

Department manager/unit in-charge finalizes and submits for endorsement all project, program and activity designs for inclusion in the Annual PES and COB

Department/unit in-charge shall create the project management team who shall implement the program or activity and monitor the progress in case of infrastructure projects

Vice President endorses all project, plan, activity or program including the proposed budget for inclusion in the Annual PES and COB.

Department manager shall submit to the President and CEO, a Post Activity Report, Terminal Report or any documentation of the actual implementation of the project/program

President and CEO approves all projects, plans, programs and activities for inclusion in the PES and COB.

Department manager together with the Project Management Team shall conduct an Impact Assessment (timeline to be determined by the PMT) to ascertain the positive or negative impacts of the project/program or activity

Planning Committee prepares and consolidates all programs, plans, projects and activities targeted for completion or implementation, which are incorporated in the Annual PES

Department manager together with the Project Management Team shall report or submit a copy of the result of the Impact Assessment to the President/CEO

Planning Committee submits and presents the Annual PES with other PES-related documents for approval by the Board

Department manager together with the Planning Committee shall recommend strategies and action plans on how to further enhance the positive impacts of program/project or activity and/or address negative impacts to customers/clients or issues raised by partners and stakeholders

Planning Committee submits the Annual PES approved by the Board to the GCG

Planning Committee reviews the GCG Validated PES as input to the next planning cycle

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Vice President, Operations

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