



DIVISION MEMORANDUM

No. 130, 2017

To: **OIC – Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Elementary and Secondary School Heads
Division Section Heads
This Division**

FROM: **LEONARDO M. BALALA, CESE**
OIC – Schools Division Superintendent

SUBJECT: **COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT
TEAM (DPMT)**

DATE: **November 2, 2017**

1. In reference to DepEd Order No. 53, s. 2017 entitled Guidelines on the Grant of Performance – Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2016, this is to announce to the composition of the Division Performance Management Team (DPMT), as follows:

Chairperson: **Levi B. Butihen**
OIC – Assistant Schools Division Superintendent

Members: **Mayflor D. Romualdo**
Chief Education Program Supervisor (SGOD)

Arlene Rosa G. Arquiza
Chief Education Program Supervisor (CID)

Sheryll A. Moradas
Administrative Officer V (Budget)

Zenaida B. Porras
Administrative Officer V (Personnel)

Ernie P. Pama
Senior Education Program Specialist (Planning)

Agnes G. Muyco
Principal II (President - Philippine Elementary School
Principals Association)

Ligaya A. Catedrilla

Principal II (President - National Association of Public
Secondary Schools of the Philippines)

Joey M. Lozano

- Information Technology Officer (Union
in the Schools Division Office)

Secretariat:

Kristine E. Guillermo - Administrative Officer IV

Menard Dence Villa

- Administrative Aide

2. As stipulated in the aforementioned issuance, the PMT shall:

- take charge of the compliance of the SDO, and supervision over the compliance of schools under their jurisdiction, to requirements for the grant of the PBB, and reporting compliance to the RO PMT;

- be responsible for the information dissemination and conduct of orientation activities in the SDO, and provision of Technical Assistance for the information dissemination and conduct of orientation activities in the schools under their jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB;

- gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.

- regularly report to the RO PMT, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO PMT;

- address all queries and clarifications related to the implementation of PBB under their respective jurisdiction;

- set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the SDO, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;

- be the initial deciding authority in the SDO regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under their jurisdiction, regarding appeals of individual eligibility for the grant of the PBB; and

- may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

3. Please be guided and act accordingly.

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