





## CITY SCHOOLS DIVISION OF TACURONG

City of Tacurona Telefax No. 064-200-6316

July 29, 2016

## **DIVISION MEMORANDUM**

No. 63,

S.

2015

## CREATION OF DIVISION PERFORMANCE REVIEW AND EVALUATION COMMITTEE (DPREC) AND GRIEVANCE COMMITTEE

To: Cluster Heads

Elementary School Heads

Teaching and Non-teaching Personnel

Division Office Personnel

This Division

Pursuant to DepEd Order No. 63, s. 2016 entitled "Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2015", the Division Performance Review and Evaluation Committee (DPREC) is hereby created with the following composition:

Chairperson: Mayflor D. Romualdo

Members:

Ernie P. Pama

- Chief, SGOD

- SEPS, Planning & Research - Accountant III

Shiela Mae V. Parreño

Zenaida B. Porras Randy E. Porras

- Administrative Officer V

- Education Program Supervisor

Agnes G. Muyco

- PESPA President

Joseph R. Pilotos

- CSDTEA President

Observer:

Elmer Quiñones

- Division PTA Federation President

Secretariat: Kristine E. Guillermo

- Administrative Officer IV

Janice P. Suboc

- EPS, HRD

- 2. The functions and responsibilities of the DPREC shall include the following:
  - Select the DepEd-recognized CSO that will act as observer in all DPREC a. meetings and discussions:
  - b. Form a team to conduct the orientation and information dissemination activities especially on the rationale, criteria, and process for the grant of PBB:
  - C. Immediately convene en banc to agree on the basics in performance review and evaluation particularly on the process and timeliness. The DPREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation;
  - Implement the performance review and evaluation as stipulated in DepEd d. Order No. 56, s. 2016;
  - Gather necessary data, information and/or documents to be used as e. bases for performance review and evaluation, and ensure reliability.

- f. Regularly report to the heads of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the NPREC;
- g. Ensure that PBB is implemented before the end of fiscal year 2016;
- h. Address all queries and clarifications related to the implementation of PBB under their jurisdiction; and
- i. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
- 3. The Division Grievance Committee is composed of the following membership:

Chair: Romelito G. Flores

- Schools Division Superintendent

Members: Z

Zenaida B. Porras

- Administrative Officer V

Kristine E. Guillermo

Administrative Officer IV (HRMO)Educ. Program Supervisor

Arlac G. Billano Shiela Mae V. Parreño

- Accountant

Agnes G. Muyco

- PESPA Representative

- 4. All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executor.
- 5. Immediate and wide dissemination of this Memorandum is desired.

## ROMELITO G. FLORES, CESO VI

Assistant Schools Division Superintendent Officer-In-Charge

Enclosure: None

References: DepEd Order No. 56, s. 2016

To be indicated in the Perpetual Index under the following subjects:

COMMITTEES EMPLOYEES EVALUATION PERFORMANCE