



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

October 3, 2024

DIVISION MEMORANDUM

No. **265** s. 2024

**RECONSTITUTION OF THE COMPOSITION OF THE PERFORMANCE
MANAGEMENT TEAM (PMT)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisor
SDO Unit Heads and Staff
Elementary and Secondary School Heads
This Schools Division

1. In compliance with the mandate of DepEd Order No. 2, 2. 2015, the Performance Management Team (PMT) is hereby reconstituted as follows:

Chairperson : Dante J. Marcelo,
Asst. Schools Division Superintendent

Members : Oliver R. Cariaso, Planning Officer III
Jemar T. Talosig, Accountant III
Virginia A. Vinalay, Administrative Officer V
Marcial Y. Noguera, Chief Education Supervisor SGOD
Violeta B. Gasilao, Chief Education Supervisor (CID)
Arnulfo Anselm c. Hortiz, NEU Div. Representative

Secretariat : Esperanza B. Ereful, Administrative Officer IV
Nida C. Fajardo, Administrative Assistant III

2. The roles and responsibilities of the SDO/PMT shall include the following:

- i. Ensure compliance of the SDO, and supervise compliance of the schools under its jurisdiction, with the requirements for the grant of the PBB;
- ii. Regularly report to the SDO PMT the status of compliance with school level reports and requirements on agency eligibility;
- iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale, criteria, and process for the grant of PBB;
- iv. 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;

- v. Regularly report to the SDO PMT the status of Performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT;
 - vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
 - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and that the results are used as a tool in strategic planning and encouraging better performance in the future.
 - viii. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
 - ix. Constitute internal rules and regulations as needed in aid of the fulfilment of the roles mentioned above.
3. As provided in section XII of DepEd Order 2, s. 2015, funding requirements for training, and monitoring and evaluation related to RPMS including preparation of materials/forms shall be charge against the Human Resource Training and Development (HRTD) funds
 4. For information and guidance of all concerned.


ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl.: as stated
References: DO 2, s. 2015

To be indicated in the Perpetual Index
Under the following subject:

EMPLOYEES OFFICIALS PERFORMANCE PMT

OSDS/djm/vav



Enclosure to the Division Memorandum No. 265, s. 2024)

Duties and Responsibilities of the Members and Coordinators/Focal Persons of the Performance Management Team (PMT)

Designation	Major Responsibilities
Chairperson	- Leads in setting consultation meetings with all heads of offices to discuss the office performance commitment and rating system and tools - Leads ensuring that office performance management targets, measures and budget are aligned with those of goals of the agency - Recommends approval of the office performance ad rating system and tools - Functions, together with the team as appeals body and final arbiter - Leads in identifying potential top performers for awards - Approves its own internal rules, procedures and strategies to carry out the PMT responsibilities - Recommends other measures/policies/interventions that will ensure compliance to and success of the Schools Division's RPMS
Members	- Assists in setting consultation meetings with all Heads of Offices to discuss the office performance commitment and rating system and tools - Assists n ensuring that office performance management targets, measures and budget are aligned with those of goals of the agency - Recommends approval of the office performance and rating system and tools - Helps in functioning as an appeals body and final arbiter - Assist in identifying potential top performers for awards - Assists in creating the PMT's own internal rules, procedures, and strategies to carry out the PMT responsibilities - Assists in identifying other measures /policies/interventions that will ensure compliance to and success of the Schools Division's RPMS
Planning Officer	- Monitors submission of office Performance commitment and Review form and schedule review/evaluation of the office commitments by the PMT before the start of a performance period. - Consolidates, reviews, validates and evaluates the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses. The results of the assessment shall be the basis of PMT's recommendation to the Head of Agency wo shall conducts an agency performance and review conference annually for the purpose of discussing the office assessment for the preceding performance period and plans for the succeeding rating period with concerned Head of offices. This

	hall includes participation of the Finance committee as regard budget utilization Provides each office the final office assessment to serve as basis of offices in the assessment of individual staff members
Coordinator/Focal Person	- Organizes and coordinates programs, projects and activities relevant to the implementation of the RPMS - Drafts contextualized policy guidelines with integration of EEOP on the implementation of RPMS and presents the same for recommendation by the PMT - Schedules programs and activities of PMT - Prepares report, plans and communication made by PMT - Document and maintain database of PMT deliberations, including employees' pertinent records and other RPMS Documents
Secretariat/Asst. Focal Person	- Prepares and files minutes of the meeting - Keeps records of submitted documents (e.g. rated OPCR's & IPCR's) - Prepares a summary list of individual performance rating and submits the same to the PMT Chairperson, Human Resource Development Section and PMT Focal Person every 30th of January for non-school based employees and 30th of April for School-Based employees - Assists the Focal Person in the performance of its tasks.