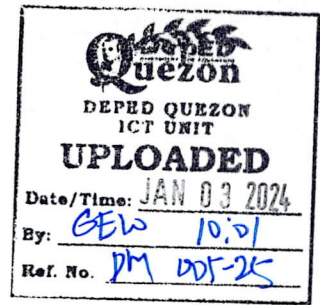




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



02 January 2025

DIVISION MEMORANDUM
 DM No. 0005, s. 2025

RECONSTITUTION OF DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division Personnel
 Division Performance Management Team Members
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Others Concerned

1. Relative to DepEd Order No. 2, s. 2015, this Office announces the 2025 Composition of Division Performance Management Team

Name	Position
Chairperson	
Joepi F. Falqueza *Alternate: Roselyn Q. Golfo *Alternate: Venus T. Balmedina	Assistant Schools Division Superintendent
Members	
Lorena S. Walangsumbat *Alternate: Raquel P. Marcuap	Chief Education Program Supervisor, CID Public Schools District Supervisor
Juanito A. Merle *Alternate: Raul R. Agaran	Chief Education Program Supervisor, SGOD Public Schools District Supervisor EPS
Edmundo R. Marin Jr. *Alternate: Gladita C. Lorredo	Accountant III Administrative Assistant III
Maria Dolores D. Atienza *Alternate: Christine A. Alviso	Administrative Officer V Administrative Assistant III
Marbin Jeramil D. Fragata *Alternate: Rodelio M. Esmerna Jr	Planning Officer III Administrative Officer II
Ronaldo V. Garcia *Alternate: Vilma P. Quedilig	PESPA Representative
Elpidio S. Javier *Alternate: Feliza B. Quevada	NAPSSHI Representative

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Name	Position
Carlos J. Sanchez *Alternate: Jelanie Q. Oriña/ Glazel A. Capa	NEU Representative
Secretariat/s	
Sherelyn O. Pardilla – Chairperson	Administrative Officer IV
Members: Wennie O. Gaela Rodelio M. Esmerna Jr. Leah A. Perez	Administrative Officer IV Administrative Officer II Education Program Specialist

2. The PMT shall have the following functions and responsibilities:
 - a. The Secretariat sets consultation meeting of all Head of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
 - b. The Planning Office shall ensure that Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Office/units is rationalized;
 - c. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
 - d. HRD/Personnel Division identifies potential top performer and provide inputs to the PRAISE Committee for the grant of awards and incentives; and
 - e. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

3. In addition, the PMT shall also perform the following functions as recommended by its Members:
 - a. Formulates customized criteria, guidelines and tools for setting performance standards;
 - b. Develop tools that will track the efficiency of the PM process;
 - c. Ensure that performance of functional divisions and units supports the principle of equal opportunity (EOP) to maintain a work environment that is free from

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harassment based on age, color, disability, marital or parental status, national origin, race, religion, sex, sexual orientation, gender identity or expression, veteran status or any other protected status in accordance with applicable state and local laws, rules and regulations.

4. For the information and guidance of all concerned.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Parmjdf01/02/2025

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