



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

Name	Position
Ronaldo V. Garcia Alternate: Vilma P. Quedilig	PESPA Representative
Elpidio S. Javier Alternate: Joseph C. Hinanay	NAPSSHI Representative
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. Michelle P. De Mesa Leah A. Perez	Administrative Officer IV Administrative Officer II Administrative Assistant III Education Program Specialist

2. **The PMT shall have the following functions and responsibilities:**

- 2.1 The Secretariat sets a consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
- 2.2 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 the Office/units is rationalized;
- 2.3 PMT recommends approval of the office performance commitment and rating to the Head of Agency;
- 2.4 HRD/Personnel Division identifies potential top performers and provides inputs to the PRAISE Committee for the grant of awards and incentives; and
- 2.5 PMT adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities, including a 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:**

- 3.1 Formulates customized criteria, guidelines, and tools for setting performance standards;
- 3.2 Develop tools that will track the efficiency of the PM process;

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- 3.3 Ensure that performance of functional divisions and units supports the principle of Equal Opportunity (EOP) to maintain a work environment that is free from 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 

pmtsop01/07/2026

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