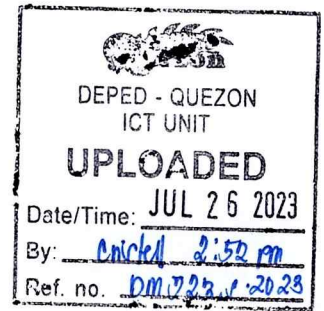




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



17 July 2023

DIVISION MEMORANDUM
 DM No. 523, s. 2023

CY 2023 COMPOSITION OF DIVISION PERFORMANCE MANAGEMENT TEAM

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

1. Relative to DepEd Order No. 2 s. 2015, this Office announces the 2023 Composition of Division Performance Management Team.

Name	Position
Chairperson	
Herbert D. Perez *Alternate: Gregorio T. Mueco *Alternate: Edward D. Garcia	Assistant Schools Division Superintendents
Members	
Lorena S. Walangsumbat *Alternate: Raquel Marcuap	Chief Education Program Supervisor, CID Public Schools District Supervisor
Elizabeth M. De Villa *Alternate: Raul A. Agaran	Chief Education Program Supervisor, SGOD Education Program Supervisor
Edmundo Marin Jr. *Alternate: Gladita C. Lorredo	Accountant III Administrative Assistant III
Maria Dolores C. Atienza *Alternate: Edsel C. Palmero	Administrative Officer V Public Administrative Officer II
Marbin Jeramil D. Fragata *Alternate: Oscar R. Duma Jr. *Alternate: Leah A. Perez	Planning Officer III Senior Education Program Specialist Project Development Officer II
Ronaldo V. Garcia *Alternate: Vilma Quedilig	PESPA Representative
Victor Emmanuel Maderazo *Alternate: Norbi Cabanela	NAPSSHI Representative
Carlos J. Sanchez *Alternate: Allan Cornejo	NEU Representative

DEPEDQUEZON-TM-SDS-04-009-003



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Secretariat/s	
Sherelyn O. Pardilla	Administrative Officer IV
Wennie O. Gaela	Administrative Officer IV
Rodelio C. Esmerna	Administrative Officer II

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

For the information and guidance of all concerned


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Pmtmjd/f07/17/2023

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