



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

UNNUMBERED MEMORANDUM

TO: OIC - Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 Section/Unit Heads
 All Others Concerned


FROM: **ELIAS A. ALICAYA JR. EdD.**
 Assistant Schools Division Superintendent
 Officer – in – Charge
 Office of the Schools Division Superintendent

SUBJECT: **Composition of Division Performance Management Team (PMT)**

DATE : **January 7, 2021**

This is to inform you of the 2021 Composition of Division Performance Management Team per DepEd Order 2, s. 2015.

Name	Position
Chairperson	
Gregorio A. Co Jr.	OIC – Assistant Schools Division Superintendent
Members	
Lorena S. Walangsumbat	Chief Education Program Supervisor, CID
Elizabeth M. De Villa	Chief Education Program Supervisor, SGOD
Susan P. Fontarum	Accountant III
Maria Dolores C. Atienza	Administrative Officer V
Marbin Jeramil D. Fragata	Planning Officer III
Ronaldo V. Garcia	PESPA Representative
Calixto S. Blazo	NAPSSHI Representative
Carlos J. Sanchez	NEU Representative
Secretariat/s	
Wennie O. Gaela	Administrative Officer IV
Rodelio C. Esmerna	Administrative Officer II



DEPED - QUEZON
 ICT UNIT
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 By: Cristell 5:36 P.M.
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DEPEDQUEZON-TM-SDS-04-010-003



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The PMT shall have the following functions and responsibilities:

1. 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;
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 Office/units is rationalized;
3. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
4. HRD/Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for the grant of awards and incentives; and
5. 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.

For the information and guidance of all concerned

Pamjdf01/07/2021

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deciding authority in the SDOs and schools under its jurisdiction, regarding appeals of individual eligibility for the grant of the PBB; and

- ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.

39. The Schools Division Office Performance Management Team (SDO PMT)

- a. The SDO PMT shall be comprised of the following:
 - i. The Assistant Schools Division Superintendent (ASDS) as chairperson;
 - ii. The Division Planning Officer, Chief Accountant, Administrative Officer V, Chief Education Program Supervisor for School Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID); and
 - iii. One (1) representative each from the DepEd NEU – Schools Division Chapter, PESPA, NAPSSPHIL or NAPSSHI, and an accredited Teacher's Association as members; and
 - iv. The Administrative Division as the Secretariat.
- b. In case there is more than one ASDS, the chairmanship shall be designated by the Schools Division Superintendent (SDS).
- c. Each member of the SDO PMT shall have a designated alternate. The SDS shall issue an official designation of the members of the SDO PMT and their alternates.
- d. The SDS shall issue an office order/designation, which shall bear the names and positions of the official and alternate members of the SDO PMT.
- e. The roles and responsibilities of the SDO PMT shall include the following:
 - i. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;
 - ii. Regularly report to the RO PMT the status of compliance with SDO 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 SDO, and provide technical assistance to schools under its jurisdiction; 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 RO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO PMT;
 - vi. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction; and

60. The **Composition of the Performance Management Team (PMT)**, which shall be established at the central, region, schools division offices and schools is detailed on the Table below:

Table 5. Composition of Performance Management Team

Central Office PMT	Regional PMT	Division PMT	School PMT ²
<p>Chair: Undersecretary for Governance and Operations Co-Chair: Assistant Secretary for Governance and Operations</p> <p>Members:</p> <ul style="list-style-type: none"> • Director of Bureau of Human Resource and Organizational Development (BHROD) • Director of National Educators Academy of the Philippines (NEAP) • Chief of the Planning and Programming Division-Office of Planning Service (PPD-OPS) • Chief of Budget Division-Finance Service • Chief of Personnel Division-Administrative Service • President of DepEd National Employees Union (NEU) <p>Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO)</p> <p>Secretariat: HRDD- BHROD</p>	<p>Chair: Assistant Regional Director</p> <p>Members:</p> <ul style="list-style-type: none"> • Chief of Policy, Planning and Research • Chief of Finance Division • Chief of Administrative Division • One (1) Education Program Supervisor • One (1) Superintendents' Representative (PASS) • One (1) NEU-Regional Chapter Representative <p>Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO)</p> <p>Secretariat: Personnel Section-Administrative Division</p>	<p>Chair: ASDS (most senior, in terms of tenure as ASDS)</p> <p>Members:</p> <ul style="list-style-type: none"> • Planning Officer III • Accountant III • Chief Administrative Officer V • One (1) Education Program Supervisor • One (1) Principals' Representative (Elementary: PESPA) • One (1) Principals' Representative (Secondary: NAPSSHI/NAPSSPHIL) • One (1) representative from the teacher association for Elementary • One (1) NEU-Division Chapter Representative <p>Observer: One (1) PTA Division Federation Representative</p> <p>Secretariat: Administrative Office</p>	<p>Chair: Principal-elect</p> <p>Members:</p> <ul style="list-style-type: none"> • Four (4) Master Teacher/Head Teacher • One (1) Representative from the School Planning Team • One (1) Administrative Officer/ Representative from non-teaching group • One (1) representative from the teacher association <p>Observer: One (1) PTA Representative</p> <p>Secretariat: Administrative Office</p>

The PMT shall have the following functions and responsibilities:

- i. The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- ii. 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 Offices/Units is rationalized;
- iii. PMT recommends approval of the office performance commitment and rating to the Head of Agency;

² Election of school representatives shall follow the clustering of schools per district.