



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

04 APRIL 2023

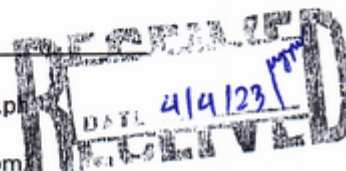
DIVISION MEMORANDUM  
No. 159 s. 2023

**RECONSTITUTION OF DIVISION PERFORMANCE MANAGEMENT TEAM**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. This Office informs the reconstitution of Performance Management Team (PMT) as per DepEd Order No.2, s. 2015.

Composition	Name	Position
Chairperson	Antonio P. Faustino, Jr.	OIC-ASDS
<b>Members:</b>		
Planning Officer	Marife R. Lagar	Planning Officer III
Accountant	Agnes M. Luzadas	Accountant III
Administrative Officer V	Conrado C. Gabarda	Administrative Officer V
Chief Education Program Supervisors	Imelda C. Raymundo	CES - SGOD
	Dr. Edwin R. Rodriguez	CES - CID
Human Resource Management Officer	Josefina R. Oabel	HRMO II
One (1) Principals' Representative of the Division School Heads Association	Dr. Gener C. Delos Reyes	Principal IV
One (1) representative from the Division Teacher Association	Roderick M. Baasis	Teacher III
One (1) National Employees Union (NEU)-Division Chapter Representative for Level 2	Louie L. Fulleo	Education Program Supervisor
One (1) National Employees Union (NEU)-Division Chapter Representative for Level 1	Juanito D. Domirez	AO II
Observer	Hon. Wenda Saberola-De Torres	PTA Division Federation Representative



Head of Secretariat	Joan Kathleen T. Brizuela	Education Program Specialist II
Secretariat	Luisa M. Datario Ma. Theresa P. Eslacin	ADAS III ADA VI

2. It is understood that PMT shall perform the following functions and responsibilities as per Division Customized Policies and Procedures on RPMS, to wit:

- 2.1. recommend approval of the office performance commitment and rating to the Head of Office;
- 2.2. identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
- 2.3. adopt 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;
- 2.4. set performance policy guidelines of SDO and shall ensure the dissemination of the said policy guidelines in the school and SDO level;
- 2.5. formulate customized criteria, guidelines and tools for setting performance standards;
- 2.6. develop tools that will track the efficiency of the PM processes; and
- 2.7. conduct further evaluation and validation of personnel performance
- 2.8. calibrate scores based on the evidences that support the rating of personnel;
- 2.9. review existing policies and formulate policy recommendations.

3. 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.

4. The Planning Officer shall:

- 4.1. 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;
- 4.2. conduct an agency performance planning 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 Heads of Offices; (This shall include participation of the Financial Office as regards budget utilization.)
- 4.3. monitor and evaluate the submission of OPCRf and schedule the review and evaluation of Office Commitments by the PMT at each level before the start of a performance period;
- 4.4. consolidate, review, validate and evaluate 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 result of the assessment



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shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating) and

- 4.5. provide each Office with the final Office Assessment to serve as the basis of offices in the assessment of individual staff members.
5. This Memorandum supersedes previous issuances relative to Division PMT Composition.
6. For the information and guidance of all concerned.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent



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