



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 February 2025

DIVISION MEMORANDUM

No. **132** s. 2025

COMPOSITION OF THE PERFORMANCE MANAGEMENT TEAM (PMT) OF THE SCHOOLS DIVISION OF TAYABAS CITY AND SPECIFYING THEIR ROLES THEREIN

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **DepEd Order No. 02, s. 2015**, titled **Guidelines on the Establishment and Implementation of Results-Based Performance Management System in the Department of Education**, the Schools Division of Tayabas City hereby announces the new composition of the Division Level Performance Management Team (PMT) and Secretariat who shall serve as coordinating committee in ensuring that the processes for the performance target setting, monitoring, evaluation, and development planning are being carried out based on the said guidelines.

2. It aims to provide comprehensive guidelines for the adoption of the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS) in DepEd. These guidelines stipulate the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning for schools and offices, covering all officials and employees, school-based and non-school-based, in the Department holding regular plantilla positions. Personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.

3. In line with this, the Schools Division of Tayabas City constitutes its Performance Management Committee and Secretariat, composed of the following:

Name	Designation	Position
Dr. Herbert D. Perez, CESO VI	Chairperson	Assistant Schools Division Superintendent
Dr. Imelda C. Raymundo	Co-Chairpersons	CES-SGOD
Dr. Edwin R. Rodriguez		CES-CID
Conrad C. Gabarda		Administrative Officer V
Marife R. Lagar	Members	Planning Officer III
Grasiela L. Hernandez		Human Resource Management Officer II
Benjamin A. Millares		Administrative Officer V
Agnes M. Luzadas		Accountant III

Dr. Montano L. Agudilla Jr.	Members	Senior Education Program Specialist-SMME
Dr. Gener C. Delos Reyes		Representative, Division School Heads Association
Dr. Johncent Roy C. Tibordo		Representative, Division Teacher Association
Louie L. Fulleo		Level II Representative, DepEd National Employees' Union (NEU)
Juanito D. Domirez		Level II Representative, DepEd NEU
	Secretariat	
Dr. Luzviminda E. Saldares	Lead	Senior Education Program Specialist-HRDS
Joan Kathleen T. Brizuela	Member	Education Program Specialist II-Social Mobilization and Networking
Jessica N. Sedenio	Observer	PTA Division Federation Representative

4. **FUNCTIONS OF THE PERFORMANCE MANAGEMENT COMMITTEE**

The PMT shall perform the following duties and responsibilities:

- a. Recommend approval of the office performance commitment and rating to the Head of Office;
- b. Identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
- c. 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;
- d. Set performance policy guidelines of SDO and shall ensure the dissemination of the said policy guidelines in the school and SDO level;
- e. Formulate customized criteria, guidelines and tools for setting performance standards;
- f. Develop tools that will track the efficiency of the PM processes;
- g. Conduct further evaluation and validation of personnel performance;
- h. Calibrate scores based on the evidences that support the rating of personnel; and
- i. Review existing policies and formulate policy recommendations.

5. **FUNCTIONS OF THE PERFORMANCE MANAGEMENT SECRETARIAT**

The Secretariat sets consultation meetings of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.

6. **FUNCTIONS OF THE PLANNING OFFICER**

The Planning Officer shall:

- a. 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;
- b. Conduct an agency performance planning and review conference annually for the purpose of discussing the office assessment for the

with concerned Heads of Offices; (This shall include participation of the Financial Office as regards budget utilization.)

c. 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;

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

e. Provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

7. FUNCTIONS OF THE HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)

The HRMO shall:

a. Ensure that all submitted duly accomplished and signed OPCRf/IPCRf are files in the Individual 201 files.

b. Prepare and review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Office.

c. Prepare summary of ratings with ranking;

d. Provide summary report of OPCRf/IPCRf Part IV-Development Plans to SEPS-HRDS.

8. FUNCTIONS OF THE SENIOR EDUCATION PROGRAM SPECIALIST-HRDS

The SEPS-HRDS shall:

a. Utilize summary report provided by the HRMO and prepare an analysis report for Learning and Development Intervention Program;

b. Submit copy of analysis of all OPCRf of SDO and schools to the SGOD-Planning Office.

c. Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and

d. Develop interventions that will form part of the L&D Plan.

The schools, likewise, are enjoined to constitute their respective Performance Management Committee, review their Performance Management, and develop tools/process flow to ensure the functionality of the school level PMT.

This Memorandum shall take effect immediately upon its issuance and shall remain effective and in force until otherwise repealed and/ or modified.

8. Widest dissemination strict compliance of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-in-Charge

Encl.: None.

Reference: DepEd Order No. 02, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE MANAGEMENT

SGOD- composition of the performance management team of the schools division of tayabas city and specifying their roles therein

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