



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

21 MAY 2021

DIVISION MEMORANDUM
No. 201 s. 2021

RECONSTITUTION OF DIVISION PERFORMANCE MANAGEMENT TEAM

To: Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office informs the constitution of Performance Management Team (PMT) as per DepEd Order No. 2, s. 2015, effective May 21, 2021 onwards, to wit:

Chairman : Conrado C. Gabara, Administrative Officer V
Members : Imelda C. Raymundo, CID Chief
: Edwin R. Rodriguez, SGOD Chief
: Marife R. Lagar, Planning Officer III
: Agnes M. Luzadas, Accountant III
: Mildred Z. Galleno, DepEd NEU Representative
: Democrito Cabile, President, Teachers Association
: Gener C. Delos Reyes, President, School Heads Association
Observer : PTA Division Federation Representative
Secretariat : Ma. Theresa Eslacin, ADA VI

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

- a. The Secretariat sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment Rating Form;
- b. The Planning Office shall ensure that Office performance targets and measures, as well as the budget is aligned with those of the agency and that work distribution of Offices/Units is rationalized;
- c. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
- d. Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for 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 delegation of authority to representatives in case of absence of members

3. For information and strict compliance of all concerned.


GERLIE M. ILAGAN, CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent



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