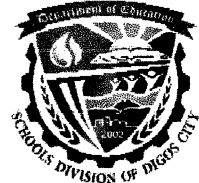




Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 938, s. 2017

November 15, 2017

**COMPOSITION OF SCHOOLS DIVISION OFFICE PERFORMANCE  
MANAGEMENT TEAM (SDO PMT)**

To: **Chairperson: MELANIE P. ESTACIO, Ph.D** – OIC – Office of the ASDS  
**Members:** **AIRON M. ALEJANDRO** – Division Planning Officer  
**NORELIZA A. MISAL** – Accountant III  
**FRANCIS JUDE D. ALCOMENDRAS** – Admin. Officer V  
**SOLLIE B. OLIVER, LLB** – Chief SGOD  
**BEVERLY S. DAUGDAUG** – Chief CID  
**JONATHAN E. RELLON** – Principal II/PESPA President  
**ROGER A. MANAPOL** – Principal IV/NAPSSHI President  
**MARLYNE D. PAVINO** – Teacher I/Teacher's Association President  
**ROSARIO B. DIAMANTE** – Admin. Officer IV/ SDO Union President  
**Secretariat:** **ALELI M. CHIONG** – Admin. Officer IV/Secretariat

1. In line with DepEd Order # 23, s. 2017 re: "Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2016", you are hereby designated to compose the Schools Division Office Performance Management Team (SDO PMT).
2. In view thereof, you are expected to perform the functions and responsibilities of the following, to wit;
  - a. The PMT is in charge of the compliance of the SDO, and supervision over the compliance of schools under their jurisdiction, to requirements for the grant of the PBB, and reporting compliance to the RO PMT.
  - b. Shall be responsible for the information dissemination and conduct of orientation activities in the SDO, and provision of Technical Assistance for the information dissemination and conduct of orientation activities in the schools under their jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB.
  - c. Shall 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.
  - d. The SDO PMT shall 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.
  - e. Shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction; and
  - f. Shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the SDO,

Encls: List Enclosures  
References: DepEd Order 53, s. 2017  
To be indicated in the Perpetual Index under the following subjects:  
SUBJECT

DepED Planning: **Composition of Schools Division Office Performance Management Team (SDO PMT)**

16 November 2017

and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.

- g. Shall be the initial deciding authority in the SDO regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under their jurisdiction, regarding appeals of individual eligibility for the grant of the PBB.
- h. May constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.
- i. And members of the PMT shall have an assigned Alternate Member.

3. For your information and compliance.



**WINNIE E. BATOON, Ed.D.**  
Officer in Charge  
Office of the Schools Division Superintendent

DepEd Schools Division Office  
**RELEASED** 12256  
Date: 16 NOV 2017 Time: 11:55  
By: fw