



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 555, s. 2021

September 21, 2021

**RECONSTITUTION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)
AND CONDUCT OF MEETING AMONG MEMBERS OF PMT
AND PRIME-HRM PMS GROUP**

To: Assistant Schools Division Superintendent
All Other Division Personnel
Elementary and Secondary School Heads
School Teaching and Non-Teaching Personnel

ATTENTION: PMT Members (see names below)
PRIME-HRM PMS Group

- Pursuant to DepEd Order No. 2, s. 2015, re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, and in relevance to the aspiration of this Division to apply for recognition under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) of the Civil Service Commission, the Division Performance Management Team (PMT) is hereby reconstituted.
- The following shall compose the Customized Division PMT:

Role	Position/Office (Permanent)	Personnel Holding the Position (Changeable depending on holder of the position)
Chairperson	Assistant Schools Division Superintendent	Basilio P. Mana-ay Jr., EdD
Members	PRME Head	Xavier S. Fuentes
	Division Planning Officer	Airon M. Alejandro
	SGOD Chief	Sollie B. Oliver, LLB, MATE
	CID Chief	Beverly S. Daugdaug, EdD
	Chief Accountant	Noreliza A. Misal, CPA
	NEU Division Chapter President	
	Administrative Officer V (Administrative Office)	Francis Jude D. Alcomendras, JD, MPA
	Administrative Officer IV-HRMO	Myhrra Faye Ll. Bontia
	PESPA President	Aldin J. Barsalote, Jr.
	NAPSSHI President	Datu Roger A. Manapol, EdD
Secretariat	Administrative Division (2 AO2s assigned in the Human Resource/Personnel Division)	Head: April Alcalá
		Member: Qumran Loyola
Observer	PTA Federation Representative	Engr. Peter July Sorongon

- The PMT shall have the following proposed functions and responsibilities which shall be finalized by the PMT itself subject to the approval of the Schools Division Superintendent:





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- a. The Planning Office facilitates the conduct of Performance Planning and Annual Review with the SDS, ASDS and Heads of Offices for the purpose of discussing the Office assessment for the preceding performance period and plan for the succeeding rating period in alignment to Division Education Development Plan (DEDP), strategic priorities and commitments to overall DepEd goals.
- b. The Planning Office, before the start of the performance period, shall review and evaluate the Office Performance Commitment (OPC) per office to ensure that office performance targets and measures, as well as the budget, are aligned with those of the Division's commitments and goals.
- c. At the end of the performance period, the Division PMT shall review and validate the following:
 - c.1 OPCRf of Office Heads – through the Planning Office with the assistance of other PMT Members
 - c.2 OPCRf of School Heads – through the Administrative Office with the assistance of the other PMT Members
 - c.3 IPCRF of Office Staffs – through the Human Resource Division with the assistance of the other PMT Members
- d. PMT recommends approval of the office performance commitment and rating to the Head of Agency/concerned rater;
- e. The PMT, through the Planning Office, shall take charge in returning the approved OPCRf to respective offices and schools, with copies retained at the custody of the PMT Secretariat.
- f. The PMT, through the Human Resource/Personnel Division, shall take charge in returning the approved IPCRF to respective offices, with copies retained at the custody of the PMT Secretariat.
- g. The Human Resource/Personnel Division shall identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
- h. The Secretariat takes charge of the following:
 - h.1 arranging meetings set by the PMT;
 - h.2 taking and safekeeping of meeting minutes;
 - h.3 consolidating and keeping records of the results of the review and validation done by the PMT;
 - h.4 consolidating and safekeeping of Office and Individual Ratings, including the Summary of Ratings submitted from the schools;
 - h.5 safekeeping/attaching copies of approved OPCRf and IPCRF to File 201 of Division personnel; and
 - h.6 safekeeping/filing of all Performance Management System (PMS) documents.
- i. The PMT shall:
 - i.1 identify the potential PRAISE Awards nominees for various awards categories like *Lingkod Bayan Award*, *Metrobank Outstanding Teachers*, etc.



