



Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Office of the Schools Division Superintendent

September 6, 2022

DIVISION MEMORANDUM

No. 567, s. 2022

**PERFORMANCE MANAGEMENT TEAM (PMT) RESOLUTION NO. 001
 ON ADOPTION OF FINALIZED PMT FUNCTION AND REPONSIBILITIES**

To : Assistant Schools Division Superintendent
 CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 All Other Division Personnel
 School Teaching and Non-Teaching Personnel

1. In pursuance 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 as part of the implementation of the approved “*Customized Performance Management System for DepEd Digos City*” effective CY 2022, the functions and responsibilities of the Performance Management Team (PMT), which includes their role in terms of Equal Opportunities Principles implementation, were clarified, finalized, and approved through PMT Resolution No. 001, s. 2021.
2. Attached is PMT Resolution No. 001, s. 2021 on Adoption of PMT Finalized Functions and Responsibilities for reference of all school-based and non-school-based personnel in DepEd Digos City.
3. For immediate dissemination and compliance.



CRISTY C. EPE
 Schools Division Superintendent

DepEd Schools Division of Digos City
 RECORDS SECTION

RELEASED

DATE: SEP 09 2022 TIME: 10:11 AM
 BY: [Signature]

Enclosed: As stated.

CID/PMT/bsd



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

RESOLUTION NO. 001

**A RESOLUTION OF THE PERFORMANCE MANAGEMENT TEAM (PMT)
OF THE SCHOOLS DIVISION OF DIGOS CITY ADOPTING THE
FINALIZED PMT FUNCTIONS AND RESPONSIBILITIES**

DULY PASSED ON SEPTEMBER 30, 2021

WHEREAS, the Performance Management Team (PMT) of DepEd Digos City Division was reconstituted through Division Memorandum No. 555, s. 2021, dated September 21, 2021, entitled "Reconstitution of the Division Performance Management Team (PMT) and Conduct of Meeting among Members of PMT and PRIME-HRM PMS Group";

WHEREAS, in a PMT Meeting held on September 30, 2021, the proposed PMT Functions and Responsibilities that contained in Division Memorandum No. 555, s. 2021 were finalized as follows:

- a. At the end of the performance period, the Division PMT shall review, calibrate and validate the following:
 - a.1 OPCRf of Office and School Heads – through the Office of the Planning, Research, Monitoring and Evaluation (PRME) in coordination with the PMT Chair
 - a.2 IPCRF of Office Staffs – through the management of the Human Resource Division with the assistance of the other PMT Members in coordination with the PMT Chair
- b. PMT recommends approval of the office/individual performance commitment and rating to the Head of Agency/concerned rater;
- c. The PMT, through the following offices, shall take charge in returning the approved OPCRf and IPCRF to respective offices and schools, with copies collected by the PMT Secretariat and be safekept through the custody of the Personnel Division:





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- c.1 PRME Office – to return OPCRFs of Division, Unit and School Heads
- c.2 Personnel Division – to return IPCRFs of individual employees
- d. The PMT, through the Human Resource/Personnel Division, shall identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.
- e. The PMT Secretariat takes charge of the following:
- e.1 arranging meetings set by the PMT;
 - e.2 taking and safekeeping of meeting minutes;
 - e.3 consolidating and keeping records of the results of the review and validation done by the PMT;
 - e.4 consolidating and safekeeping of Office and Individual Ratings, including the Summary of Ratings submitted from the schools;
 - e.5 safekeeping/attaching copies of approved OPCRf and IPCRF to File 201 of Division personnel; and
 - e.6 safekeeping/filing of all Performance Management System (PMS) documents.
- f. The PMT oversees the implementation of the Customized Performance Management System for DepEd Digos City ensuring the following:
- f.1 That the Performance Management Processes are properly and religiously followed; and
 - f.2 That the Equal Opportunity Principles (EOPs) as required in CSC Memorandum Circular No. 24, s. 2016 on Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) are properly and religiously observed.
- g. 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 its members.

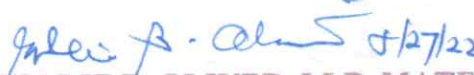




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RESOLVED, that the Performance Management Team (PMT) of the Schools Division of Digos City adopts the finalized PMT Functions and Responsibilities herein articulated for the observance of all members of the Performance Management Team.

Done this 30th Day of September 2021 at Digos City, Davao del Sur, Philippines.


SOLLIE B. OLIVER, LLB, MATE
Member

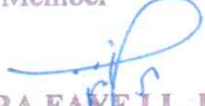

BEVERLY S. DAUGDAUG, EdD
Member


XAVIER S. FUENTES
Member

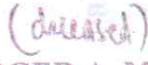

AIRON M. ALEJANDRO
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DATU ROGER A. MANAPOL, EdD
Member


RAFAEL III MEDIODIA
Member


BASILIO P. MANA-AY, JR., EdD
Chairperson

APPROVED:


7-28-22

CRISTY C. EPE
Schools Division Superintendent

