



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

February 1, 2024

DIVISION MEMORANDUM

No. 686, s. 2024

**RECONSTITUTION OF THE DIVISION PERFORMANCE
MANAGEMENT TEAM (PMT)**

TO All Division Office Personnel
Public Elementary and Secondary School Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In compliance with the mandates of the Civil Service Commission and of the DepEd Order No. 2 s.2015, dated February 6, 2015, which has clearly stipulated the guidelines on the establishment and implementation of the Results-based Performance Management System (RPMS) in the Department of Education, this Division has created the **Performance Management Team (PMT)**. The PMT shall consist of the following members, as follows:

Chair : Dr. John Ariel A. Lagura, OIC ASDS

Members: Engr. Junicel T. Mancha, OIC Planning Officer III
Mrs. Michelle T. Sagara, Accountant III
Dr. Aquilino T. Milar, Jr, Administrative Officer V
Dr. Nenita J. Incog, EPSvr in Araling Panlipunan
Dr. Juanita C. Lafuente, Elementary Principal II
Mr. Jenelou F. Israel, Secondary Principal II
Jonas C. Lupot, Teachers' League Representative
Miss Maurine C. Castaño, SGOD Chief

Observer: Erwin L. Galan, PTA Division Federation Representative

Secretariat: Dr. Filomena C. Tanggaan

Dr. Rosene Olaivar
Angeli Faith V. Pascual
Ruben C. Lorejo
April L. Revita
Maricel A. Galan

2. The members of the Division Performance Management Team shall perform the following functions and responsibilities:



- a. Convene en banc to agree on the basics in performance review and evaluation particularly on the process and timelines;
- b. Implement the performance review and evaluation;
- c. Gather necessary data, information and other documents to be used as bases for the performance review and evaluation, and ensure reliability, completeness, and correctness of these data;
- d. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
- e. Review office and individual performance targets and accomplishments;
- f. Track the efficiency of PM processes and use data to improve system;
- g. Maintain PM data and documents and records on PM process flow, data on efficiency, and data on system implementation such as the PMT minutes of meetings, comparative assessment data, and deliberations;
1. Customize internal PM policies for better performance management, and for the purpose of ensuring quality and efficiency in the tracking and monitoring of performance of both teaching and non-teaching employees;
- h. Formulate policies on equal opportunity principle in the implementation of performance management among employees of the Division.

OTHER FUNCTIONS:

Chairperson

- a. Ensures that all teaching and non-teaching personnel shall be given equal opportunity in the assessment of their performance;
- b. Supervises the evaluation and assessment of performance in the division level;
- c. Create a culture of communication system about the team goals and training development.
- d. Plans and sets clear goals and objective of the initial steps that lead to increase employee productivity as well as organization productivity.

Members

- a. Sets the date of review and evaluation of the individual and division performance;
- b. Consolidates the performance ratings and analyze the same as basis for training opportunities to be conducted in the future;
- c. Prepares budget for the conduct of the review and evaluation and trainings;
- d. Validates the submitted performance of the teaching and non-teaching personnel.
- e. Provides technical assistance to schools and division units

Secretariat

- a. Keep track of records submitted to the office;
- b. Consolidate the IDP for training purposes;
- c. Prepares the calendar of activities

3. The policies and procedures on performance management system of DepEd Tagbilaran City promote **Equal Opportunity Principles** for all employees. Supervisors shall give more time for technical assistance to those employees who are identified to be differently-abled as well as to those who are newly-hired regardless of their gender, religion, ethnicity, and political views. It is also in this premise that female teachers who avail of the expanded maternity leave are allowed to request for a classroom observation schedule either before or after the effectivity of their leave, which ever may be more convenient for them. This is to give them the liberty to enjoy fully their leave, and not to be distracted with the requirement to have a classroom observation every quarter.

4. Lastly, all announcements related to the performance management system of Tagbilaran City may be posted in the official Facebook page (DepEd Tayo City of Tagbilaran), Facebook group account (DepEd Tagbilaran City Division), and in the Facebook accounts of the PMT members.

5. All expenses relative to the above-mentioned shall be charged to HRTD/Division MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.

6. Wide and immediate dissemination of this Memorandum is highly desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/ADMIN/atm



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