



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
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Office of the Schools Division Superintendent

June 7, 2023

DIVISION MEMORANDUM

No. 36, s. 2023

RECONSTITUTION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM

To: Assistant Schools Division Superintendent
Division Chiefs and Unit Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In compliance with DepEd Order No. 2, s. 2015 titled "Guidelines on the Establishment and implementation of RPMS in the Department of Education" and anchored on CSC Memorandum Circular No. 6, s. 2012 re: Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS), this Office announces the composition of the Division Performance Management Team (PMT), to wit:

Chairperson: **Felix M. Famaran**
Asst. Schools Division Superintendent

Members: **Marisol O. Luarca**
Planning Officer III, Planning and Research, SGOD

John Dhelter P. Pastrana
Accountant III, Finance Section

May Bernadeth O. De la Rosa
Administrative Officer V, Administrative Section

Jelly L. Sore
Education Program Supervisor-English, CID

Dr. Kathryn S. Asuncion
Principal III
PESPA, President

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Garry R. Monteagudo
Principal II
PESPA Vice-President
(Alternate PESPA Representative)

Democrito M. Nazareno
Principal IV, Marinduque NHS, Boac North District
NAPSSHI President

Lino P. Peñaredonda
Principal II
NAPSSHI Vice-President
(Alternate NAPSSHI Representative)

Ronnel R. Real
Principal II,
MPSTA President

Maridell F. Hermosa
Administrative Officer IV
NEU Division Chapter Representative

Bernadith R. Lacerna
SEPS - Planning and Research, SGOD
(2nd Level Representative)

Kyle David V. Atienza
SEPS - Human Resource and Development, SGOD
(Alternate 2nd Level Representative)

Jennelyn D. Olpot
Administrative Assistant II, Records Section
(1st Level Representative)

Michelle M. Malabunga
Administrative Assistant III, Cashier Section

Observer: **Edwin M. Morales**
President, Provincial Federated PTA

Secretariat: **Arlene M. Marasigan**
Administrative Officer V, Budget Section

Maridel G. Lincallo
Public Schools District Supervisor, CID

Abet R. Faundo
EPS II, Human Resource and Development, SGOD

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Diana M. Lineses

Administrative Assistant III, OSDS

Janine D. Vergara

Administrative Assistant II, Finance Section

2. As stated in DepEd Order No. 2, s. 2015, the **Performance Management Team shall have the following functions and responsibilities:**
 - a. The Secretariat sets consultation meeting of all Heads of Office for the purpose of discussing the targets set in the office performance commitment and rating form;
 - b. The Planning Office shall ensure that Office performance targets and measures, as well as the budget are 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;
 - 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 the members; and
 - f. Acts as appeals body and final arbiter for performance management issues of the agency.
3. In addition, The PMT shall also perform the following functions:
 - a. formulate criteria, guidelines, and tools for setting performance; and
 - b. ensure that the implementation of performance management system in the Schools Division Office is supportive of Equal Opportunity Principle (EOP).
4. The Planning Officer in coordination with the PMT shall:
 - a. conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned unit heads;
 - b. monitor and evaluate the submission of Office Performance Commitment and Review Form (OPCRF) and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period;
 - c. consolidate, review, validate and evaluate the initial performance assessment of the Head of Office based on reported Office accomplishment against the success indicators, and the allotted budget against the actual expenses; (The result of the assessment shall be the basis of PMT's recommendation to the Head of Agency who shall determine the final Office rating.) and

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- recommendation to the Head of Agency who shall determine the final Office rating.) and
- d. provide each office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.
5. The Human Resource Development Section shall:
- a. monitor submission of Individual Performance Commitment and Review (IPCRF) by the head of offices;
 - b. review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;
 - c. provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
 - d. coordinate development interventions that will form part of the HR plan.
6. At the end of each performance cycle, a file copy of accomplished IPCRF/OPCRF shall be collected by the Human Resource Management Office which shall be part of the individual personnel's 201 file.
7. For the information and guidance of all concerned.
8. Immediate dissemination of the contents of this Memorandum is highly desired.



LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 71

Enclosure: As stated.

Reference: DepEd Order No. 2, s. 2015 & CSC Memorandum Circular No. 6, s. 2012
To be indicated in the Division Perpetual Index under following subjects:

Learning and Development
Policy

Performance Management
Programs

Personnel
Rewards and Recognition

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