



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

March 4, 2024

DIVISION MEMORANDUM

No. 120 s. 2024

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

TO : Asst. Schools Division Superintendent
Chiefs, SGOD & CID
Section/Unit Heads
Public Schools District Supervisors
Education Program Supervisors
Elementary & Secondary School Heads/OIC's
Teaching & Non-Teaching Personnel

1. Pursuant to the DepEd Order No. 02, s. 2015 titled "Guidelines on the Establishment and Implementation of Results-Based Performance Management System in the Department of Education", this Office hereby announces the new composition of the Division Performance Management Team (PMT):

Chairperson: CECILE C. FERRO
Asst. Schools Division Superintendent

Members : REY C. BONAYON
Planning Officer III

ANGELO JAMES O. AGUINALDE
Accountant III

EVA S. TOLENTINO
Administrative Officer V

NIÑO GERARD O. CENETA
Education Program Supervisor

RUBEN JOSE V. TRIA
School Principal I/PESPA Representative

AMELIA R. EUSEBIO
School Principal IV/NAPSSPHIL Representative

EDNA MARQUEZ
Master Teacher II/Teacher Association Representative

MARIA RITA SR. TABLATE
EPS II/NEU-Division Chapter Representative

Observer: RAUL S. SONEJA
PTA Division Federation Representative



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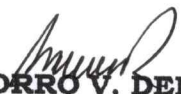
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Secretariat: MARICHELE B. LLAVE
Administrative Officer IV

ROMA ANGELEE A. SOLEYBAR
Administrative Officer II

JADE T. CONCEPCION
Administrative Aide VI

2. The PMT shall have the following functions and responsibilities:
 - a. The secretariat sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
 - b. The Planning Officer 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. SGOD-Human Resource Development/OSDS-Human Resource Management Office (Personnel Section) identifies top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
 - e. PMT adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities including the schedule of meetings and deliberation and delegation of authority to representatives in case of its members.
3. This designation shall take effect on March 4, 2024.
4. Expenses relative to the activities of the PMT shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Public Elementary and Secondary Schools are also advised to establish their School Level Performance Management Team based on the guidelines set in the abovementioned DepEd Order.
6. Dissemination and implementation of this memorandum is directed.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 02, s. 2015

To be indicated in the Perpetual Index
under the following subjects:
COMMITTEE EMPLOYEES
OFFICIALS PERFORMANCE