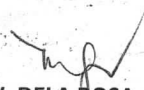




MEMORANDUM

TO : Public Schools District Supervisors
Elementary & Secondary School Heads/OIC's

FROM : 
SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

SUBJECT: SUBMISSION OF SCHOOL PERFORMANCE MANAGEMENT TEAM (School PMT) IN
CONNECTION WITH THE GRANT OF FY 2017 PERFORMANCE BASED-BONUS

DATE : October 10, 2018

RELEASED
DepEd, Division of Catanduanes
RECORDS SECTION
Date OCT 11 2018
Time: 3:17 PM
Initia: [Signature]

1. Relative to the grant of FY 2017 Performance Based-Bonus (PBB), you are advised to submit School Performance Management Team (School PMT) and likewise send the soft copy (in Excel format) through email at romaangelee.soleybar@deped.gov.ph not later than **October 16, 2018** at SDO- Personnel Section.
2. The School Performance Management Team
 - a. The School PMT shall be comprised of the following:
 - i. The chairperson shall be the School Head.
 - ii. The membership shall include one (1) Head Teacher or Master Teacher with supervisory function (if any);
 - iii. The President of the Parent Teacher Association, the President of the School Governance Council and one (1) representative of an accredited Union in the Schools Division Office.
 - b. All members of the PMT shall have an assigned Alternate Member.
 - c. The School PMT shall be in charge of the compliance of the School to requirements for the grant of the PBB, and reporting compliance to the SDO PMT.
 - d. They shall be responsible for the information dissemination and conduct of orientation activities in the school, specifically on the rationale, criteria, and process for the grant of PBB.
 - e. They shall gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
 - f. The School PMT shall regularly report to the SDO PMT, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT.
 - g. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
 - h. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the school, to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
 - i. They shall be the initial deciding authority in the school regarding appeals of individual eligibility for the grant of the PBB.
 - j. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.
3. For information, immediate and strict compliance.