



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



DIVISION MEMORANDUM
No. 563, s.2019

July 29, 2019

COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM

To: Melanie Estacio-ASDS
Noreliza Misal- Accountant III
Francis Jude Alcomendras- Chief Administrative Officer V
Luzminda Jasmin-EPS
Jonathan Rellon- PESPA President
Roger Manapol- NAPSSHI
Marlyn Pavino- Teacher Association for Elementary
Rosario Diamante- Division NEU Chapter Representative
Engr. Peter July Sorongon- PTA division Federation Representative
Ronald Dedace-HRD
Airon Alejandro-Planning Officer III

1. This is in reference 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 (DepEd).**
2. Attached are the copies of the composition and the terms of reference for your guidance.
3. The schools are also directed to create the said team.
4. Wide and immediate dissemination of this Memorandum is earnestly desired.


WINNIE E. BATON, EdD
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
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ronald dedace: July 29, 2019 Composition of Division Performance Management Team

Composition of the Division Performance Management Team (PMT)

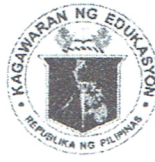
Chair: Melanie Estacio-ASDS

Members:

1. Airon Alejandro-Planning Officer III
2. Noreliza Misal- Accountant III
3. Francis Jude Alcomendras- Chief Administrative Officer V
4. Luzminda Jasmin-EPS
5. Jonathan Rellon- PESPA President
6. Roger Manapol- NAPSSHI
7. Marlyn Pavino- Teacher Association for Elementary
8. Rosario Diamante- Division NEU Chapter Representative

Observer: Engr. Peter July Sorongon- PTA division Federation Representative

Secretariat: Ronald Dedace-HRD



Republic of the Philippines
Department of Education

06 FEB 2015

DepEd ORDER
No. **2**, s. 2015

**GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION
OF THE RESULTS-BASED PERFORMANCE MANAGEMENT
SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. This Department issues the enclosed **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd)**.
2. It aims to provide comprehensive guidelines for the adoption of the Civil Service Commission's (CSC) Strategic Performance Management System (SPMS) in DepEd.
3. These guidelines stipulate the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation and development planning for schools and offices, covering all officials and employees, school-based and non school-based, in the Department holding regular plantilla positions. Personnel under contracts of service/job order and LGU-funded employees shall likewise be covered, but for purposes of performance evaluation only.
4. All provisions of DepEd rules, regulations, and issuances which are inconsistent with these guidelines are hereby repealed or modified accordingly.
5. This Order shall take effect immediately upon its issuance.
6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index under the following subjects:

EMPLOYEES OFFICIALS PERFORMANCE POLICY

SMA, DO Guidelines on the Establishment and Implementation of RPMS
0028/January 14, 2015

60. The **Composition of the Performance Management Team (PMT)**, which shall be established at the central, region, schools division offices and schools is detailed on the Table below:

Table 5. Composition of Performance Management Team

Central Office PMT	Regional PMT	Division PMT	School PMT ²
Chair: Undersecretary for Governance and Operations Co-Chair: Assistant Secretary for Governance and Operations Members: • Director of Bureau of Human Resource and Organizational Development (BHROD) • Director of National Educators Academy of the Philippines (NEAP) • Chief of the Planning and Programming Division-Office of Planning Service (PPD-OPS) • Chief of Budget Division-Finance Service • Chief of Personnel Division-Administrative Service • President of DepEd National Employees Union (NEU) Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO) Secretariat: HRDD- BHROD	Chair: Assistant Regional Director Members: • Chief of Policy, Planning and Research • Chief of Finance Division • Chief of Administrative Division • One (1) Education Program Supervisor • One (1) Superintendents' Representative (PASS) • One (1) NEU-Regional Chapter Representative Observer: One (1) representative of DepEd-recognized Civil Society Organization (CSO) Secretariat: Personnel Section-Administrative Division	Chair: ASDS (most senior, in terms of tenure as ASDS) Members: • Planning Officer III • Accountant III • Chief Administrative Officer V • One (1) Education Program Supervisor • One (1) Principals' Representative (Elementary: PESPA) • One (1) Principals' Representative (Secondary: NAPSSHI/NAPSSPHIL) • One (1) representative from the teacher association for Elementary • One (1) NEU-Division Chapter Representative Observer: One (1) PTA Division Federation Representative Secretariat: Administrative Office	Chair: Principal-elect Members: • Four (4) Master Teacher/Head Teacher • One (1) Representative from the School Planning Team • One (1) Administrative Officer/ Representative from non-teaching group • One (1) representative from the teacher association Observer: One (1) PTA Representative Secretariat: Administrative Office

The PMT shall have the following functions and responsibilities:

- The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- 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;
- PMT recommends approval of the office performance commitment and rating to the Head of Agency;

² Election of school representatives shall follow the clustering of schools per district.

- iv. BHROD/Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- v. 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.

61. The **Planning Office** shall:

- i. 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 Heads of Offices; (This shall include participation of the Financial Office as regards budget utilization.)
- ii. monitor and evaluates the submission of OPCRf and schedule the review/evaluation of Office Commitments by the PMT at each level before the start of a performance period;
- iii. consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments 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
- iv. provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

62. The **Human Resource Development Division** shall:

- i. monitor submission of IPCRF by heads of offices;
- ii. 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;
- iii. provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
- iv. coordinate development interventions that will form part of the HR Plan.

63. The **Head of Office, including designated officials in an Acting or Officer-In-Charge (OIC) capacity**, shall:

- i. assume primary responsibility for performance management in his/her Office;
- ii. conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office;
- iii. review and approve individual employee's Performance Commitment and Review Form for submission to the HRM Office/Personnel Office before the start of the performance period;
- iv. submit a quarterly accomplishment report to the Planning Office based on the PMS calendar;