

January 30, 2019

Division Memorandum

No. 057 s. 2019

Composition and Functions of the Performance Management Team (PMT)

To: ASDS/ Chiefs/ Unit Heads/ PSDS
School Heads, All DepEd Employees
This Division

1. This office reiterates the strict adherence and compliance with DepEd Order No. 2 s. 2015 entitled, Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education.

2. The composition of the Performance Management Team (PMT) of Surigao Del Sur Division.

Chairperson: **JASMIN R. LACUNA**
OIC – ASDS

Vice-chairperson: **ELVIRA S. URBIZTONDO, Ph.D**
Chief – SGOD

CELSA A. CASA
Chief – CID

Members: **UCILLE P. GALVEZ**
Div. Planning Officer III

CARLOS TIAN CHOW C. CORREOS
Div. HRD Head

MYRNA D. CALLOTE
Div. Budget Officer

SHIRLENE E. CRABAJALES
Administrative Officer V

LIZA M. GUINGGUING
SEPS, Planning & Research Unit

FELISA B. BATISTEL
PSDS President

ATTY. ERIC JOSEPH C. LUMACTOD
Legal Officer



EPPIE P. CABRERA
AO IV, HRMO

Observer: **CARMEN V. JAMORA**
GSP Council Executive

Secretariat: **MARILYN V. QUINTO, Ph.D**
HRTD Unit

JOVIXSON B. DALURA
ADAS II, Personnel Unit

JOANNE H. BALAN
ADAS II, SGOD

MELISSA E. MADELO
ADAS III, CID

3. The performance management team members should exercise or adhere to the Equal Opportunity Principle (EOP) with non-discriminatory and non-bias and fair rating of all employees regardless of sex/ gender, age, civil status, religion, race, family background, socio-economic standing, etc.

4. As contained in DO no. 2 s. 2015, the PMT shall have the following functions and responsibilities:

- i. 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;
- ii. PMT recommends approval of the office performance commitment and rating of the School Division Superintendent;
- iii. PMT adopt its own internal rules, procedures and strategies in carrying out the above responsibilities including of meetings and deliberations and delegation of authority to representatives in case of absence of its members;
- iv. PMT identifies potential top performers and provides input to the PRAISE Committee for grant of awards and incentives; and
- v. Secretariat shall set consultation meeting of all Division Chiefs for the purpose of discussing the targets set in the office performance commitment and rating form;
- vi. Acts as appeals body and final arbiter.

5. Planning and Research Office

- 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 performance period with concerned Heads of Office; (This shall include participation of the Financial Office as regards to budget utilization);
- ii. Monitor and evaluates the submission of OPCRf and schedule the review/ evaluation of the 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 Division Chiefs based on reported Office accomplishments against the success indicators and the allotted budget against the actual expenses; (The results of the assessment shall be the basis of PMT's recommendation to the Schools Division Superintendent who shall determine the final rating); and
- iv. Provide each office with the final Office Assessment to serve as basis for offices in the assessment of individual staff members.

6. Human Resource Development Unit (HRDD) shall:

- i. Monitor submission of IPCRF by Division Chiefs;
- 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 Schools Division Superintendent;
- 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 from part of the HR Plan.

7. The Section Chief/ Unit Head or equivalent shall:

- i. Assume joint responsibility with the head of office in ensuring attainment of performance objectives and targets;
- ii. Rationalize distribution of targets/ tasks;
- iii. Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/ Unit and individual employee;
- iv. Assess individual employees' performance; and
- v. Recommend developmental intervention.

8. Personnel/ Admin. Office

- i. Attend during the deliberation of the PMT twice a year or as the need arises;
- ii. Collect/ consolidates the IPCRF of the employees in the school by district with summary ratings in numerical and descriptive ratings;
- iii. Scanned the IPCR/ OPCR of every unit for electronic reservation including the summary of ratings.
- iv. Place the approved IPCR/ OPCR copy of the employees in the 201 files.

9. For information, guidance and widest dissemination.


MARILOU B. DEDUMO, Ph.D., CESO V
Schools Division Superintendent