



Republic of the Philippines
Department of Education
REGION VI- WESTERN VISAYAS
SCHOOLS DIVISION OF SAGAY CITY

JAN 14 2025

DIVISION MEMORANDUM

No. 024, s. 2025

**RE-COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM
(DPMT) FOR THE YEAR 2025**

To: OIC, Assistant School Division Superintendent
Chiefs of CID and SGOD
Education Programs Supervisors of CID and SGOD
All Public Schools District Supervisor
All Schools Heads of Public Elementary and Secondary Schools
Administrative Officer V – Admin Services
All Other Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 dated February 6, 2015 entitled Guidelines on Establishment and Implementation of the results-Based Performance Management System, this office announces the composition of the reconstituted Schools Division Office Performance Management Team (PMT) for the year 2024, as follows:

Chair: **MARK ANTHONY J. TAN, PhD**
Officer-in-charge
Office of the Assistant Schools Division Superintendent

Members: **MA. THERESA Q. BINGCANG**
Chief, Schools Governance and Operations Division (SGOD)

Chief, Curriculum Implementation Division (CID)

NOE B. ABDON
Administrative Officer V – Admin Services

ALMA M. MIRASOL
Education Program Supervisor

BRENDA DINA C. LABANGCO
Planning Officer III

JOSIE R. REBUSQUILLO
Accountant III

ELIZABETH A. ADRANEDA
School Principal II
President, PESPA

JONA A. ESMALLA
School Principal II
President NAPSSPHIL





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BENJIE Z. ROCHAR

Master Teacher I
President, Sagay Teacher League

ARACELI A. CRAUS

Senior Education Program Supervisor
President, NEU

MARILYN B. GAMBOA

Public Schools District Supervisor

Observer: PTA Division Federation Representative

Secretariat: **RHODORA D. DESAMPARADO**
Administrative Officer IV

Alternate Members: **JONEL S. MAÑALE**
Public Schools District Supervisor

MA. LEAH LINDA S. TAN

Administrative Officer IV – Personnel

NOVA B. ZAMORA

Senior Education Program Specialist

Alternate Secretariat: **JASAMINE HOPE Z. ARAGON**
Administrative Officer II

2. The duly constituted DPMT shall serve as a coordinating committee un ensuring that the processes for the performance target setting, monitoring, evaluation, and development planning are being carried out based on the said guidelines. Specifically, the DPMT shall have the following functions and responsibilities:

- a. The Secretariat at each level sets consultation meeting of all Head of Offices 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. Human Resource Development/Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and



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- e. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meeting and deliberation and delegation of authority to representative in case of absence of its members.

3. In view of this, School Heads both Elementary and Secondary are enjoined to constitute/reconstitute (if there is an existing) School Level Performance Management Team based on the guidelines set in the memorandum and requested to submit their respective School Performance Management Team (SPMT) for SY 2024 – 2025 on or before February 3, 2025 at Records Section. The composition of each School PMT is the following:

Chair: School Head

Members:

Four (4) Master Teachers/ Head Teachers

One (1) Representative from the School Planning Team

One (1) Administrative Officer / Representative from Non-Teaching Group

One (1) Representative from the Teachers' Association

Observer:

One (1) PTA Representatives

Secretariat:

Administrative Office

4. School PMT please refer to the above-mentioned DepEd Order for the specific roles and responsibilities.
5. SDO Sagay City PMT shall ensure that all employees, both at the Division Office and at the school level be treated and assessed based on equal opportunity principles (EOP) regardless of age, sexual orientation, religious affiliation, or indigenous group membership, civil status, social status and physical disabilities.
6. This memorandum shall take effect immediately upon its issuance.
7. Immediate dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL

Assistant Schools Division Superintendent

Officer-in-charge

Office of the Schools Division Superintendent

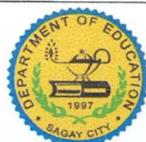


Enclosure : none
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To be indicate in the **Perpetual Index** under the following subjects:

EMPLOYEES **PERFORMANCE**

FN: rdd/memo/PMT



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