



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION
SCHOOLS DIVISION OF SAGAY CITY

JAN 13 2026

DIVISION MEMORANDUM

No. 091, s. 2026

**RE-COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM
(DPMT) FOR THE YEAR 2026**

To: Assistant School Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
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 2026, as follows:

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

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

ALMA M. MIRASOL
Chief, Curriculum Implementation Division (CID)

RHEA P. BAROBA
OIC - Administrative Officer V – Admin Services

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

BENJIE Z. ROCHAR
Master Teacher I
President, Sagay Teacher League

ARACELI A. CRAUS
Senior Education Program Supervisor
President, NEU



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MARILYN B. GAMBOA

Public Schools District Supervisor

Observer: PTA Division Federation Representative

Secretariat: **JUNMARL B. ALCONGA**

Senior Education Program Specialist
Human Resource Training and Development

DECELYN C. DOLETIN

Education Program Specialist II
Human Resource Training and Development

RHODORA D. DESAMPARADO

Administrative Officer IV-Personnel

2. The duly constituted DPMT shall serve as a coordinating committee in ensuring that the processes for the performance target setting, monitoring, evaluation, and development planning are being carried out in accordance with 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
- 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 are requested to submit their respective School Performance Management Team (SPMT) for SY 2026 – 2027 on or before January 30, 2026 at Records Section. The composition of each School PMT as follows:

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 Officer



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4. School PMT are requested to 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. The members of the DPMT shall serve for a term of one (1) year unless replaced earlier.
7. This Memorandum shall take effect immediately upon its issuance.
8. 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
Reference : as stated
Allotment : N/A
No. of Pages : _____

To be indicate in the **Perpetual Index** under the following subjects:

EMPLOYEES PERFORMANCE

FN: rdd/memo/PMT