



Republic of the Philippines  
 Department of Education  
 Region X  
**DIVISION OF EL SALVADOR CITY**



Zone 3, Poblacion, El Salvador City  
 Telefax No: (088) 555-0475 | Email Address: elsalvador.city@deped.gov.ph | Website: depedelsalvadorcity.net

**DIVISION MEMORANDUM**

No. 085, s. 2019

To: **DIVISION OFFICE PERSONNEL  
 PUBLIC ELEMENTARY SCHOOL HEADS  
 PUBLIC SECONDARY SCHOOL HEADS**

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**  
 OIC-Schools Division Superintendent

Subject: Composition of Division Performance Management Team (PMT)

Date: April 15, 2019

- The field is hereby informed of the composition of this Division's Performance Management Team (PMT).

| PERSON/OFFICE CONCERNED  | ROLE        |
|--|-------------|
| ALIENA S. DAJAY, OIC-Assistant Schools Division Superintendent | Chairperson |
| KEVIN B. ASEQUIA, Planning Officer III                         | Member      |
| MARICEL B. JANGAO, Accountant III                              | Member      |
| JEFFREY M. MARTINEZ, Administrative Officer V                  | Member      |
| FRITZIE C. SILLABE, Education Program Supervisor               | Member      |
| LINA C. BEJIGA, Principal's Representative (Elementary)        | Member      |
| REBECCA B. NAMOC, Principal's Representative (Secondary)       | Member      |
| PUREZA B. OCO, EDTEA Representative                            | Member      |
| HELEN E. MAASIN, NEU-Division Chapter Representative           | Member      |
| EDELYN C. OCAY, PTA Division Federation Representative         | Observer    |
| ADMINISTRATIVE OFFICE  | Secretariat |

- The PMT shall have the following functions and responsibilities:
  - The Secretariat shall set 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;

Copies Furnished:  
 Person Concerned  
 School  
 Units Concerned  
 Records Section- 201 File / Designation

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- d. HRD/ 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 meetings and deliberations and delegation of authority to representatives in case of absence of its members.
3. For strict compliance.

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School  
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**Tayo**  
PARA SA  
EDUKASYON