



Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY

22 Jan 2020

DIVISION MEMORANDUM
 No. 033, s. 2020


CONDUCT OF RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) PHASE III FOR FISCAL YEAR (FY) 2019 AND PHASE I FOR FY 2020

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
Section Heads
All Public Elementary & Secondary School Heads
All Others Concerned
 This Division

- The field is hereby informed of the following schedule on the implementation of Results-Based Performance Management System (RPMS).

RPMS PHASE	SCHEDULE		VENUE
	DIVISION OFFICE PERSONNEL	SCHOOL HEADS	
FY 2019 PHASE III: Performance Review and Evaluation	CID: 29-Jan-2020 SGOD: 30-Jan-2020 OSDS: 31-Jan-2020	Elementary: 16-April-2020 Secondary: 17-April-2020	Conference Room, 2 nd Floor, SDO Building No. 2, Zone 3, Poblacion, El Salvador City
FY 2020 PHASE I: Performance Planning and Commitment	CID: 04-Feb-2020 SGOD: 05-Feb-2020 OSDS: 06-Feb-2020	Elementary: 21-May-2020 Secondary: 22-May-2020	

- All are expected to present their Means of Verification (MOVs) during the performance review and evaluation, as scheduled.
- Division Performance Management Team (PMT) is hereby reminded to perform their functions and responsibilities, as stipulated in Division Memorandum 85, s. 2019.
- For information, guidance and compliance.


OLGA C. ALONSABE
 Asst. Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent

To be indicated in the Perpetual Index
 Under the following subjects:
 EVALUATION PERFORMANCE

OSDS/AMA



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



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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**

1. 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

2. The PMT shall have the following functions and responsibilities:
 - a. 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;
 - 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;

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
Units Concerned
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