



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

Office of the Schools
Division Superintendent

22 February 2021

DIVISION MEMORANDUM
No. 056, s. 2021

**CONSTITUTION OF THE SCHOOL
PERFORMANCE MANAGEMENT TEAM (PMT)**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Program Supervisors
School Performance Management Team (PMT)
Administrative Officer
All Public Elementary and Junior HS/Senior HS School Heads
All Others Concerned**
This Division

1. In compliance with DepEd Order 002, s. 2015, All schools are directed to constitute the School Performance Management Team.
2. The composition of the School Performance Management Team (PMT) shall be as follows:

ROLE	EMPLOYEE	FUNCTION
Chairperson	School Head-Elem School Head-JHS School Head-SHS	Lead the PMT and coordinate with other members involved in the performance management
Members	Assistant to the School Head	-Ensure that Office Performance Targets and measures are aligned with the school budget -Recommend approval of the OPCRf and rating to the head of agency - Adopt and implement its own internal rules, procedures and strategies in carrying out the responsibilities assigned
	ICT Coordinator-JHS/ ICT Coordinator-SHS	
	HRD Coordinator-JHS/ HRD Coordinator-SHS	
	School Representative from the teacher association	
Observer	PTA President/PTA Vice President	Attend the PMT sessions, observe the process and take both what went well and did not; Furnish secretariat a copy of the report
Secretariat	HR Personnel	Set consultation meeting and minutes together with School PMT members for the purpose of





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		discussing the targets set in the office performance commitment form
Secretariat	Rosa Maria M. Rebusto	(San Francisco De Asis ES, Hinigdaan ES, Kalabaylabay IS, Bolisong ES, Kibonbon ES, Sinaloc ES, PSB ES, Ulaliman ES, Himaya ES, Sambulawan ES)
	Felanie Marie A. Lim	(San Francisco De Asis NHS, Hinigdaan JHS, Hinigdaan SHS, Sinaloc NHS, Himaya NHS, Sambulawan NHS)
	Anna Mae M. Atillo	(Cogon ES & NHS, El Salvador City CS & NHS, Amoros ES, Taytay ES, Mohugan CS & NHS)

3. Issues relating to the implementation of the RPMS shall be addressed to and acted on by the Grievance Committee below.

ROLE	Name of Employee
Chairperson	DR. ALICIA E. ANGHAY. CESE
Members	Technical Assistance Provider (TAP) In-Charge (Education Program Supervisors)
	Assistant to the School Head/Master Teacher
	Administrative Officer
	PTA President/PTA Vice President

4. All teaching personnel shall adhere with the Equal Employment Opportunity Principle, that is, regardless of gender, disability, sexual orientation, age, religion and ethnicity.

5. For further inquiries, you may contact Mr. Merogim P. Mugot, the RPMS Focal Person/Education Program Specialist II, HRD at 0926 364 9614.

6. Immediate and wide dissemination of this memorandum is desired.

DR. OLGA C. ALONSABE, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl:
As stated

Reference:
Division Order 002, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM (PMS) SCHOOLS

SGOD/HRD/MPM

