



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

Office of the Schools  
Division Superintendent

2 March 2021

DIVISION MEMORANDUM  
No. 068, s. 2021

**ADDENDUM TO DM NO. 56, S. 2021 RE: CONSTITUTION OF THE  
SCHOOL PERFORMANCE MANAGEMENT TEAM (PMT)**

To: **Assistant Schools Division Superintendent**  
**Chief Education Supervisors, CID/SGOD**  
**Education Program Supervisors**  
**Education Program Specialist, ALS**  
**All Public Elementary and Junior HS/Senior HS School Heads**  
**All Public Teachers and ALS Teachers**  
**All Others Concerned**  
*This Division*

1. As regards Division Memorandum No. 56, s. 2021- Constitution of the School Performance Management Team, this Office announces the additional information:
2. For the RPMS Grievance Committee, the School Head/Principal and Administrative Officer IV (HRMO II) shall be part of the members.
3. This Office shall adhere the Equal Opportunity Principle (EOP), that is, regardless of gender, disability, sexual orientation, age, religion, and ethnicity.
4. All other provisions in the previous memorandum shall remain in effect. For further inquiries, you may contact Mr. Merogim P. Mugot, the RPMS Focal Person/Education Program Specialist II, HRD at 0926 364 9614.
5. 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:

DepEd Order 002, s. 2015

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

PERFORMANCE MANAGEMENT SYSTEM (PMS)

SGOD/HRD/MPM



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
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Republic of the Philippines  
Department of Education  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 1: School PMT and Grievance Committee  
School Performance Management Team

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 discussing the targets set in the office performance commitment form

School Grievance Committee

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

Prepared by:

\_\_\_\_\_  
School Head

Checked by:

\_\_\_\_\_  
Division RPMS Focal Person

Reviewed by:

\_\_\_\_\_  
Chair, Performance Management Team

Approved:

\_\_\_\_\_  
Schools Division Superintendent





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



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