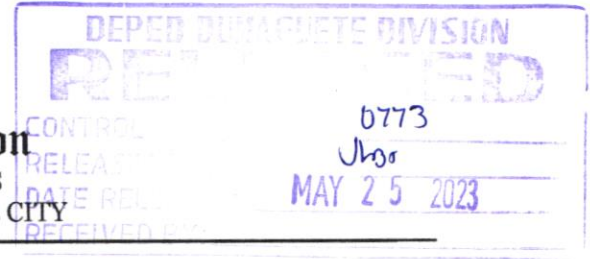




Republic of the Philippines
Department of Education
 REGION VII - CENTRAL VISAYAS
 SCHOOLS DIVISION OF DUMAGUETE CITY



Office of the Schools Division Superintendent

UNNUMBERED MEMORANDUM

TO : ALL CONCERNED

FROM: CASIANA P. CABERTE, PhD., CESE
 Officer-In-Charge
 Office of the Schools Division Superintendent

RE : DESIGNATION AS CHAIR AND MEMBERS OF THE PERFORMANCE MANAGEMENT TEAM AND SECRETARIAT

DATE : May 24, 2023

1. This is to advise you of your designation as the Chair, Co-Chair, members and Secretariat of the Performance Management Team, effective immediately for SY 2023-2024/CY 2023-2024.

Chairman:	ATTY. ESTER A. FUTALAN, Ed.D. Assistant Schools Division Superintendent
Co-Chairman:	DR. JUDITHA O. MAPUE CID Chief
Members:	DR. NELSON A. CADAY , SGOD Chief MR. GAUVIN T. ABSIN , Accountant MRS. LUNEDI NALDOZA , Planning Officer, MRS. JOESAN M. RAMOS , EPSvr (Values) MRS. MONINA U. LACSON , Administrative Officer V MRS. EUDES L. BELTRAN , PESPA President DR. ALDEN A. RABINA , NASSPHIL President DR. FLOREGENE L. EPAN , Teaching Personnel Association President MRS. JUNABETH T. PINERO , Non-Teaching Personnel Association President
Secretariat Chair:	MS. MARIA CARMELA M. VISPERAS , Administrative Officer IV
Members:	MR. ARNEL V. SARANDE , Administrative Officer II MRS. MARESTELA B. DELUVIO , Administrative Officer II MS. LHEA SIM O. SUPERAL , Administrative Officer II

2. The Performance Management Team is expected to:
 - Conduct and or delegate validation activities of the employee performance within the semester and/or year;
 - Recommend policy action/s and or interventions to improve and regulate the performance gaps and challenges in the organization;
 - Maintain a database of performance monitoring records of personnel within the organization;
 - Hold a regular meeting to discuss the issues and concerns of employee performance; and
 - Recommend monitoring records and rewards and recognition to performing employees.

CPC/EAF/mcmv



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3. Further, as per D.O 007, s. 2021 dated February 17, 2021 with the title, "Multiyear Guidelines on the grant of Performance-Based Bonus for the Department of Education Employees and Officials," additional roles and responsibilities of the PMT are as follows:
- a. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;
 - b. Regularly report to the SDO PMT the status of compliance with school level reports and requirements on agency eligibility;
 - c. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale, criteria, and process for the grant of PBB;
 - d. Gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
 - e. Regularly report to the SDO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT;
 - f. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
 - g. Set up feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and that the results are used as a tool in strategic planning and encouraging better performance on the future;
 - h. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
 - i. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
4. The previous designation for the Performance Management Team (PMT), dated February 17, 2023 is hereby amended.
5. Immediate dissemination of and compliance with this Memorandum are desired.


CASIANA P. CABERTE, PhD., CESE
Officer-In-Charge

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