



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

June 19, 2023

DIVISION MEMORANDUM

No. 176, s. 2023

**RECONSTITUTION OF SCHOOLS DIVISION OFFICE
PERFORMANCE MANAGEMENT TEAM (SDO PMT) FOR GRANT OF
PERFORMANCE-BASED BONUS**

TO : OIC-Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. This Office hereby informs all concerned of the new composition of Schools Division Office Performance Management Team (SDO PMT) for grant of Performance-Based Bonus in reference to DepEd Order No. 07, 2. 2021, as follows:

Chairman : DIONESIO L. LIWAGON, JR., OIC-ASDS

Members : SUSAN EPIFANIA B. CARPIO, CHIEF ES, SGOD
Alternate: JOHNNEL A. GUANGCO, EPS

ANACLETA A. GACASAN, CHIEF ES, CID
Alternate: ROWELL C. VILLARUBIA, EPS

ELL JUNE S. ABUCAY, PLANNING OFFICER III
Alternate: ANTHONY P. MAROLLANO, EPS II

MARICEL D. AVILA, ACCOUNTANT III
Alternate: IVY J. CABUAL, AO V-BUDGET

DOROTHY JOY B. YTING, ADMINISTRATIVE OFFICER V
Alternate: ELSIE E. OSTIA, AO IV-RECORDS

ATTY. VINCENT SHIELDON A. ZABALA, ATTORNEY III
Alternate: MINERVA D. BAROLA, PSDS

Secretariat : REGIE A. CATEDRAL, IT OFFICER
ADDA LIZA J. SAQUIN, AO IV-PERSONNEL
DINALYN A. RAMAYRAT, ADAS III



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2. The roles and responsibilities of the SDO MPT shall include the following:
 - i. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements of the grant of the PBB;
 - ii. Regularly report to the RO PMT the status of compliance with SDO level reports and requirements on agency eligibility;
 - iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the SDO, and provide technical assistance to schools under jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB;
 - iv. Gather necessary data, information and/or documents to be used as bases of performance review and evaluation, and ensure reliability, completeness, and correctness of these data information and/or documents;
 - v. Regularly report to the RO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentations thereof is required for onward submission to the RO PMT;
 - vi. Address all queries and classifications related to the implementation of PBB under its respective jurisdiction; and
 - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the SDO, and ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
 - viii. Act as initial deciding authority at the SDO regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under its jurisdiction, regarding appeals of individual eligibility for the grant of the PBB; and
 - ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
3. Wide dissemination of this Memorandum is desired.


NIMFA R. LAGO, CESO VI

Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent



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