



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

February 14, 2025

**DIVISIONAL MEMORANDUM**

No. 062, s. 2025

**UPDATED COMPOSITION OF THE DIVISION PERFORMANCE  
MANAGEMENT TEAM (PMT)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD and CID)  
Administrative Officers V (Administrative Services/Budget)  
Accountant III  
Public Elementary/Secondary School Heads/Department Heads  
This Division

1. In reference to DepEd Order No. 02, S. 2015, on *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)* in the Department of Education, this Office announces the updated composition of the Division Performance Management Team (PMT), as follows:

Chairperson:	<b>Dionesio L. Liwagon, Jr., CESE</b> Assistant Schools Division Superintendent
Co-Chairperson/s:	<b>Anacleta A. Gacasan</b> Chief-Education Supervisor Curriculum Implementation Division  <b>Johnnel A. Guangco</b> OIC, Chief-Education Supervisor School Governance and Operations Division
Members:	<b>Ell June S. Abucay, CESE</b> Planning Officer III  <b>Maricel D. Avila</b> Accountant III  <b>Dorothy Joy P. Yting</b> Administrative Officer V- Admin. Services  <b>Imelda D. Pongase</b> Education Program Supervisor-MAPEH



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	<p><b>Giezel C. Gongob</b> Public Schools District Supervisor</p> <p><b>Mary Joy G. Doromal</b> SEPS-Human Resource Development</p> <p><b>Rosalyn M. Lato</b> SEPS- Planning and Research</p> <p><b>Anthony P. Marollano</b> SEPS- School Management Monitoring and Evaluation</p> <p><b>Eugenio C. Bucog</b> Principal II President, PESPA</p> <p><b>Lilibeth Y. Abamonga</b> Principal II President, DAPSSHI</p>
Secretariat:	<p><b>Jeanelei L. Carolino</b> Education Program Specialist II- HRD</p> <p><b>Dinalyn A. Ramayrat</b> Administrative Officer II</p> <p><b>Gee A. Sonogan</b> Administrative Officer II</p>

2. The **PMT** shall have the following functions and responsibilities:
- The Secretariat sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
  - 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;
  - PMT recommends approval of the office performance commitment and rating to the Head of the Agency;
  - The Personnel Unit identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and



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- e. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including the schedule of meetings and deliberations and delegations of authority to representatives in case of absence of its members.
3. The **Planning Office** shall:
- a. conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Office; (This shall include participation of the Financial Office as regards budget utilization.);
  - b. monitor and evaluate the submission of OPCRf and schedule the review /evaluation of Office Commitments by the PMT at each level before the start of a performance period;
  - c. consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses; (The result of the assessment shall be the basis of PMT's recommendation to the Head of the Agency who shall determine the Final Office rating.) ; and
  - d. provide each Office the final Office Assessment to serve as basis of offices in the assessment of individual staff members.
4. The **Human Resource Development Section** shall:
- a. monitor submission of IPCRF by heads of Offices;
  - b. review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than that the Office Performance Rating as recommended by the PMT and approved by the Head of the Agency;
  - c. provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
  - d. coordinate development interventions that will form part of the HR Plan.
5. The **Division Chief/Unit Head** or equivalent shall:
- a. assume joint responsibility with the head of office in ensuring attainment of performance objectives and targets;
  - b. rationalize distribution of targets/tasks;



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**PANDONG**  
Padayon A Senso Ozamiz  
#PadayonAsensoOzamiz



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- c. monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division /unit and individual employee;
  - d. assess individual employees performance; and
  - e. recommend developmental intervention.
6. The **PMT Secretariat** shall:
- a. assist the PMT in carrying out the planned activities, schedule of meetings, deliberations, and in delegation of authority to representatives in case of the absence of other members of PMT;
  - b. provide clerical support to the PMT through preparation of letters , endorsements, and notices; record minutes of meetings/deliberations, resolutions, if necessary;
  - c. records minutes of meetings, deliberations and prepare necessary resolution;
  - d. coordinate with the unit heads on the submission of reports;
  - e. receive and consolidate PM reports;
  - f. provide logistic support to the PMT and
  - g. manage files, records, database of the PMT.
7. This Office directs the immediate dissemination of this Memorandum.

  
**NIMFA R. LAGO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl.: None  
Reference: DepEd Order No. 02, s. 2015  
To be indicated in the Perpetual Index  
under the following subjects:

**EMPLOYEES      OFFICIALS      PERFORMANCE      POLICY**

JAG/DM Updated Composition of the Division Performance Management Team (PMT)  
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