



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
DIVISION OF PAGADIAN CITY

RELEASED
 Date/Initial: *2-23-23*
 DepEd, Division of Pagadian City

DIVISION MEMORANDUM

No. 46, s. 2023

February 23, 2023

**COMPOSITION OF SCHOOLS DIVISION OFFICE PERFORMANCE MANAGEMENT TEAM
 (SDO PMT)**

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors
 EPSs and PSDSs
 School Heads, Public Elementary and Secondary Schools
 Teaching and Non-Teaching Personnel
 Division Personnel
 All Others Concerned

1. Pursuant to DepEd Order No. 007, s.2021 re: Multiyear Guidelines on the Grant of Performance-Based Bonus to the Department of Education Employees and Officials, the Schools Division of Pagadian City announces the composition of the Schools Division Office Performance Management Team (SDO PMT)
2. The SDO PMT shall be composed of the following:

Chairman: **MA. COLLEEN L. EMORICHA, EdD, CESO VI**
 Assistant Schools Division Superintendent
 Alternate: **Atty. Henry S. Carino, CPA** – Legal Officer

Members: **Reynaldo Lorenzo C. Nodado** - Planning Officer III
 Alternate: **Richard Van R. Trio** – PDO 1

Myrien Glie T. Mier, CPA - Accountant III
 Alternate: **Jho Anne D. Bagalando** – AO II

Emilia O. Zozobrado - Chief Admin. Officer V
 Alternate: **Jezreel M. Lopez** – Supply Officer II

Ma. Madelene P. Mituda, EdD - Chief – SGOD
 Alternate: **Sanny Boy I. Asim** – EPS - SGOD

Maria Diosa Z. Peralta - Chief – CID
 Alternate: **Salem T. Uyag** – EPS - CID

Locke D. Jusay - NEU – Division Chapter Representative
 Alternate: **Carlos M. Fuerzas, Jr.** – NEU Auditor

Secretariat: Elmera S. Balayong - Admin. Assistant III – Admin Office

3. The roles and responsibilities of the SDO PMT shall include the following:
 - a. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grants of the PBB;

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- b. Regularly report to the RO PMT the status of compliance with SDO 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 SDO, and provide technical assistance to schools under its jurisdiction, 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 RO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO PMT.
 - f. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction.
 - g. 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.
 - h. 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
 - i. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
4. Public elementary and secondary schools are also advised to establish their School Performance Management Team (School PMT) that shall be comprised of the following:

Chairperson:	School Head
Members:	One (1) Head Teacher or Master Teacher with supervisory functions, if any. President of the Parents-Teachers Association President of the School Governing Council One (1) representative of the non-teaching staff, if any

5. For immediate dissemination and implementation.


MA. LIZA R. TABILON, EdD, CESO V
Schools Division Superintendent

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