



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

Handwritten notes and date:
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Office of the Schools Division Superintendent

May 23, 2022

DIVISION MEMORANDUM

No. 171 s.2022

RECONSTITUTION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)

To: Assistant Schools Division Superintendent
 CID Chief
 SGOD Chief
 Education Program Supervisors
 Public Schools District Supervisors
 Public Secondary and Elementary School Heads
 Public Elementary and Secondary Teaching and Non-Teaching Personnel
 Division Office Personnel

1. To effectively implement DepEd Order No. 2 series of 2015 – Guidelines on the Establishment and Implementation of the Results – Based Performance Management System (RPMS) in the Schools Division Office and in view of the change in leadership, the Division Performance Management Team is hereby reorganized:

Chairperson **SAMUEL T. EGSAEN JR., EdD**
 Assistant Schools Div. Superintendent

Members **HEDWIG M. BELMES**
 CES – Curriculum Implementation Division

MELDIE M. DAMIAN
 Planning Officer III

MAY B. ARCONADO
 Principal I/PESPA President

MA. TERESA E. CABCABAN
 Principal I/NAPSSHI President

MA. ANGELINA G. CRISPIN
 ASSTA President



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LORNA B. LLANEZA
SEPS/NEU Representative

EDEN T. ADRIATICO
SEPS-HRD

Observer

JONATHAN LAYUGAN
Division PTA Federated President

Secretariat

DEO M. RAMOS
Education Program Specialist II - HRD

FLORGALE B. PANELO
Administrative Officer II

LOURDES S. CENTENO
Administrative Officer II

2.1. The PMT shall have the following functions and responsibilities:

- a. The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- b. 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;
- c. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
- d. The Human Resource Development Section coordinates with the section/unit heads in the identification of potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- e. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

2.2 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



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the succeeding rating period with concerned Heads of Offices; (This shall include participation of the Financial Office as regards budget utilization.)

- b. monitor and evaluates 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 Agency who shall determine the final Office rating.) and
- d. provide each Office with the final Office Assessment to serve as basis of offices in the assessment of individual staff members.

2.3 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 the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;
- c. provide analytical data on retention, skill/ competency gaps, and talent development plans that align with strategic plans; and iv. coordinate development interventions that will form part of the HR Plan.

2.4. The Head of Office, including designated officials in an Acting or Officer-In Charge (OIC) capacity, shall:

- a. assume primary responsibility for performance management in his/her Office;
- b. conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/ objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office;
- c. review and approve individual employee's Performance Commitment and Review Form for submission to the HRM Office/ Personnel Office before the start of the performance period;
- d. submit a quarterly accomplishment report to the Planning Office based on the PMS calendar;
- e. initially assess the office's performance using the approved Office Performance Commitment and Review Form;
- f. determine final assessment of performance level of the individual employees in his/her office based on proof of performance;



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- g. inform employees of the final rating and identified necessary interventions to employees based on the assessment of developmental need;
- h. recommend and discuss a development plan with the subordinates who obtain Unsatisfactory performance during the rating period not later than one month after the end of the said period and prepares written performance not earlier than the third notice/ advice to subordinates that a succeeding Unsatisfactory performance shall warrant administrative action; and
- i. provide preliminary rating to subordinates showing Poor performance not earlier than the third month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice than failure to improve their performance shall warrant administrative action.

2.5. The Section Chief/ Unit Head or equivalent shall:

- a. assume joint responsibility with the head of office in ensuring attainment of performance objectives and targets; ii. rationalize distribution of targets/ tasks;
- b. 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;
- c. assess individual employees' performance; and
- d. recommend developmental intervention.

2.6 The Individual Employees shall act as partners of management and their co employees in meeting organizational performance goals. (Reference: DO 2, s. 2015)

3. For dissemination and compliance.


BENILDA M. DAYTACA, EdD, CESO V
Schools Division Superintendent

SGOD/HRDS/ETA

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