



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON PROVINCE
Sorsogon

MEMORANDUM

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID, SGOD
Education Program Supervisors/ Division Coordinators
Public Schools District Supervisors/ OIC-PSDSs
Unit Heads
Concerned Division Office Personnel
All Other Concerned

FROM: 
JOSE L. DONCILLO, CESO V
Schools Division Superintendent 

SUBJECT: **COMPOSITION OF THE SCHOOLS DIVISION OFFICE
PERFORMANCE MANAGEMENT TEAM (PMT) AND ITS
FUNCTION**

DATE: April 22, 2025

1. Pursuant to DepEd Order No. 2, s. 2015 and in compliance with the requirements of the Civil Service Commission under the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM), the Division Performance Management Team (PMT) of SDO Sorsogon is hereby reconstituted to oversee the implementation and monitoring of performance management systems and HRM practices within the division.

Composition of the Division PMT	
Chair:	CHERYLL V. BERMUDO, CESE Assistant Schools Division Superintendent
MEMBERS:	Esperanza G. Espigol Planning Officer III (Planning and Research)



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Paul Andy D. Deblois Accountant III JOMAR E. ENGUERRA Chief Administrative Officer V RODEL E. PANCHO Education Program Supervisor One (1) Principals' Representative (Elementary: PESPA) One (1) Principals' Representative (Secondary: NAPSSHI/NAPSSPHIL) One (1) representative from the teacher association for Elementary One (1) NEU-Division Chapter Representative	
Observer:	One (1) NEU-Division Chapter Representative
Secretariat:	Administrative Office

School Performance Management Team (SPMT)

Chair: Principal-elect
Members:
Four (4) Master Teacher/Head Teacher
One (1) Representative from the School Planning Team
One (1) Administrative Officer/Representative from non-teaching group
One (1) representative from the teacher association
Observer:
One (1) PTA Representative
Secretariat:
Administrative Office

2. The PMT shall perform the functions in page 13, part VII (*Monitoring and Evaluation*) of the Enclosure to DepEd Order No. 2, s. 2015 thus:

- a) The Secretariat at each level sets consultation meeting of all Heads of Offices for the purposes of discussing the targets set in the office performance and rating form;



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- b) The Planning Office shall ensure that Office Performance targets and measures, as well as the budget aligned with those of agency and that work distribution of Offices/ Units is rationalized;
 - c) PMT recommends approval of the office performance commitment rating and rating of the Head of Agency;
 - d) Personnel Division identifies 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 schedules of meetings and deliberations and delegation of authority to representative in case of its members.
3. Public Elementary and Secondary Schools are also advised to establish their School Level Performance Management Team based on the guidelines set in the above-mentioned DepEd Order.
4. Immediate dissemination and implementation of this memorandum is directed.