



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: **RECONSTITUTION OF THE SCHOOLS DIVISION OFFICE
PERFORMANCE MANAGEMENT TEAM (PMT) WITH
ALTERNATE MEMBERS AND ADDITIONAL FUNCTIONS
PURSUANT TO DEPED ORDER NO. 2, S. 2015**

DATE: April 28, 2025

1. In line with the implementation of the Results-Based Performance Management System (RPMS) as mandated by **DepEd Order No. 2, s. 2015**, and in support of the Civil Service Commission's **PRIME-HRM**, the **Schools Division Office Performance Management Team (PMT)** is hereby **reconstituted** to ensure the effective implementation, monitoring, and evaluation of performance management systems and human resource practices in the Division.

COMPOSITION OF THE DIVISION PMT

Chairperson:

CHERYLL V. BERMUDO, CESE
Assistant Schools Division Superintendent

Position	Name	Alternate
Member	ESPERANZA G. ESPIGOL Planning Officer III	ROMAN JEBULAN



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	(Planning and Research)	Senior Education Program Specialist
	Paul Andy D. Deblois Accountant III	FRANCIS ROY A. CADAG Project Development Officer I
	JOMAR E. ENGUERRA Chief Administrative Officer V	JOHN C. HIDEA Information Technology Officer I (ICT Unit)
	RODEL E. PANCHO Education Program Supervisor	ANNIE B. BAYLON Public Schools District Supervisors
	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. In addition to the functions outlined in DepEd Order No. 2, s. 2015, the PMT shall also perform the following duties to further strengthen the



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implementation of the Results-Based Performance Management System (RPMS) and support the Division's human resource development goals:

- a) Revitalize localized Guidelines on Performance Management.
- b) Employ the right procedure in determining the rightful employee or applicant for the succession-promotion program with the proper linkage with the Recruitment, Selection and Placement Committee. Advise applicant, who falls short of qualification, what aspect to improve or acquire to be considered for the employment or promotion. This is to manifest compliance with the "equal opportunity for all" principle.
- c) Provide Orientation and Capacitate the employees for a more productive output and better-and-improved personnel performance.
- d) Tie up with the PRAISE committee and other concerned committee if necessary in the conduct of validation to come up with the properly-chosen awardees for the performance-based rewards and recognition.
- e) Proper observation of the performance management activities throughout the cycle must be a priority. Key factor that affect the on-time validation is the poor-observance and/or time management in the implementation.
- f) Set environment in accommodating mode to cater all forms of transactional activities be it in the performance evaluation or in the dealing with the job application regardless of the applicant's status.

3. Immediate dissemination and implementation of this memorandum is directed.