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DIVISION MEMORANDUM

SGO-2022- 037

RECONSTITUTION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM (PMT) AND THE GRIEVANCE COMMITTEE ON THE IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS)

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All School Heads
All Others Concerned

1. Pursuant to CSC MC No. 3 s 2012 entitled "Program to Institutionalize Meritocracy and Excellence in Human Resource Management" and DepEd Order No. 2 s 2015, "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education", this Office announces the composition of the reconstituted Performance Management Team (PMT) and Grievance Committee on the implementation of Results-Based Performance Management System.
2. The Schools Division Performance Management Team (PMT) is constituted as follows with their functions and responsibilities:

Designation	Name and Position	Functions and Responsibilities
Chairperson	EDENIA O. LIBRANDA OIC-Assistant Schools Division Superintendent	Lead in the evaluation of the performance of the SDO in terms of compliance to DepEd Guidelines on the Results-Based Performance Management System (RPMS) Recommend approval of the Office Performance Commitment and Rating to the Schools Division Superintendent



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Co-Chairperson/s	<p>BAYANI V. ENRIQUEZ Chief Education Supervisor-SGOD</p> <p>MARY ANN L. TATLONGMARIA Chief Education Supervisor-CID</p>	Assist the Chairperson in the evaluation of the performance of the SDO in terms of compliance to DepEd Guidelines on the Results-Based Performance Management System (RPMS)
Members	<p>EDWARD R. MANUEL SEPS-Planning and Research</p> <p>CHARLES M. PATIO Planning Officer III</p>	<p>Conduct an agency performance planning and review conference for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices</p> <p>Monitor and evaluate the submission of OPCRF and schedule the review/evaluation of Office Commitments by the PMT before the start of a performance period</p> <p>Consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices based on reported Office accomplishments against success indicators and allotted budget against the actual expenses</p> <p>Provide each office with the final Office Assessment to serve as basis</p>
	<p>MARY JOY L. CABILES SEPS-HRD</p> <p>ARLETTA ALORA EPS II</p>	Monitor submission of IPCRF/OPCRF in coordination with the Planning Unit



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		<p>Review the 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</p> <p>Identify potential top performance and provide inputs to the PRAISE Committee for grant of awards and incentives</p>
	<p>GERTRUDE A. ANUNCIACION Education Program Supervisor-SGOD</p> <p>RONALDO P. BAGO Education Program Supervisor-Science</p> <p>ARIEL M. CABANTOG Administrative Officer V</p> <p>MA. OLIVIA E. MIRANDA Accountant III</p> <p>ISIDRA L. GALMAN SEPS-SMME</p> <p>MYRNA PALMA Representative-Principal (Elementary)</p> <p>ANGELO D. UY Representative-Principal (Secondary/SHS)</p> <p>Representative-Teacher's Association (Elem.)</p> <p>Representative-Teacher's Association (Secondary)</p>	<p>Provide technical inputs in the evaluation of the performance of the SDO in terms of compliance to DepEd Guidelines on the Results-Based Performance Management System (RPMS)</p>
Observer	Representative-Federated PTA	Observe the process of evaluation of the SDO performance
Secretariat	<p>TITO PASCUAL Administrative Officer IV</p>	Set the consultation meeting for the purpose of discussing the targets set in the Office Performance

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		Commitment and Rating Form in coordination with the Planning Unit
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3. The adoption of the Performance Management System helps to ensure organizational effectiveness and track individual improvement and efficiency by cascading the institutional accountabilities to the various levels, units and individual personnel as anchored on the establishment of rational and factual basis for performance targets and measures.
4. A Grievance Committee shall be created to act as appeals board on all issues on the implementation of RPMS. The Composition of the **Division Grievance Committee** is as follows:

Chairperson	EDNA FAURA-AGUSTIN Schools Division Superintendent
Members	Legal Officer III TITO PASCUAL Administrative Officer IV BAYANI V. ENRIQUEZ Chief Education Supervisor-SGOD MARY ANN L. TATLONGMARIA Chief Education Supervisor-CID ARIEL M. CABANTOG Administrative Officer V MA. OLIVIA E. MIRANDA Accountant III ANGELO UY Representative-Principal

5. Any issue/appeal on the initial performance assessment of an Office shall be discussed and decided during the performance review conference.
6. Individual employees who feel aggrieved or dissatisfied with their final performance ratings can file an appeal with the PMT within ten (10) days from the date of receipt of notice of their final performance evaluation rating from the Head of Office. An office/unit or individual employee, however, shall not be allowed to protest the performance ratings of other office/unit or co-employees. The PMT shall decide on the appeals within one month of receipt.
7. The schools shall also reorganize their PMT and Grievance Committee on their level of governance with the following composition:



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School Performance Management Team (PMT)	School Grievance Committee (RPMS related)
<p>Chairperson: School Head</p> <p>Members:</p> <ul style="list-style-type: none"> • 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's Association <p>Observer: One (1) PTA Representative</p> <p>Secretariat: Administrative Office</p>	<p>Chairperson: Assistance Schools Division Superintendent</p> <p>Members:</p> <ul style="list-style-type: none"> • PSDS • HRMO/AO • School Head • Master Teacher/Head Teacher • Representative-Teacher's Association

8. Immediate dissemination of this Memorandum is desired.


EDNA FAJRA-AGUSTIN
 Schools Division Superintendent

Encl: None

Reference: As stated

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