



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

25 November 2025

DIVISION MEMORANDUM

NO. **784**, s. 2025

To: Assistant Schools Division Superintendent
 Chiefs of Functional Divisions
 Public Schools District Supervisors
 Principal In-Charge of the Districts
 Public Elementary and Secondary School Heads
 SDO Unit/Section Heads
 All Others Concerned

DIVISION PERFORMANCE MANAGEMENT TEAM (PMT) FOR PERFORMANCE MANAGEMENT EVALUATION SYSTEM (PMES)

1. In line with the implementation of the Performance Management and Evaluation System (PMES) and pursuant to existing DepEd policies on strengthening organizational performance and accountability, the Schools Division Office hereby constitutes the Division Performance Management Team (PMT).
2. The Performance Management Team (PMT) shall serve as the official body responsible for overseeing the effective administration, monitoring, review, and evaluation of the Performance Management and Evaluation System (PMES) across all governance levels within the Schools Division. The team is likewise tasked to ensure alignment of performance targets with organizational outcomes, verify submitted performance reports, recommend improvements, and uphold fairness and consistency in performance assessment.
3. The Performance Management Team (PMT) are as follows:

Chairperson:	AURELIO A. SANTISAS, CESE Assistant Schools Division Superintendent
Members:	1. SHERLITO E. SAGAPSAPAN, CESWE Chief Supervisor, School Governance & Operations Division (SGOD)
	2. VICENTE JOSE V. SUAREZ II, EdD Chief Supervisor, Curriculum Implementation Division (CID)
	3. ANTHON JOHN S. SORIANO Planning Officer III
	4. OLGA P. MIRANDA, CPA Accountant III
	5. GEORDITO T. OLARIO Administrative Officer V



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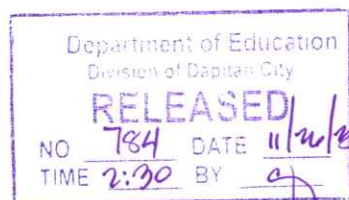
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	6. MICHELLE V. TORRES, EdD SEPS, HRD	
	7. LOURENCE N. REYES Information Technology Officer I	
Observers	1. ATTY. ALFRED S. CASIPONG President, Division Federated of School Parent Teachers Association	
	2. RIZZA A. DABODA President, PESPA DepEd Dapitan City Chapter	
	3. JR SIMED JOSEPH B. SAGUIN President, NAPSSHI/NAPSSPHIL DepEd Dapitan City Chapter	
	4. JOSEPH D. BAES President, DepEd Dapitan City Public School Teachers Association	
	5. MA. PERGA A. CADIENTE President, NEU- DepEd Dapitan City Chapter	
		1. VICENTE RAMON V. SUAREZ II EPS II, Research Focal
Secretariat	2. NUEVA A. ANDAG, EdD SEPS, M&E	
	MORRIS M. SUMAGANG ADAS III	

4. The Performance Management Team (PMT) shall:

1. Set division performance targets in accordance with regional and national directives.
2. Review, validate, and consolidate individual and office performance commitments and reports.
3. Ensure proper implementation of PMES guidelines, timeliness of submissions, and accuracy of performance documents.
4. Provide technical assistance to school heads, district offices, and division personnel.
5. Recommend approval of performance ratings and manage appeals related to PMES implementation.
6. Prepare reports and recommendations for continuous improvement of the division's performance system.
7. Oversee calibration processes to ensure consistency, objectivity, and alignment with organizational goals.

5. For widest dissemination, guidance and compliance.



JAY S. MONTEALTO, EdD, JD, CESO VI
Schools Division Superintendent



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