



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

April 26, 2022

**DIVISION MEMORANDUM**

NO. 178, s. 2022

**COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)**

To: **OIC Assistant Schools Division Superintendent  
Chief Education Supervisors, CID & SGOD  
Education Program Supervisors & Specialists  
Public Schools District Supervisors & PICDs  
Public School Heads  
SDO Personnel  
All Others Concerned**

1. Pursuant to DepEd Order 02, s. 2015 re: **Guidelines on the Establishment and Implementation of Results-Based Performance Management System in the Department of Education**, the Schools Division of Dapitan City announces the composition of Division Level Performance Management Team (PMT) who shall serve as coordinating committee in ensuring that the processes for the performance target setting, monitoring, evaluation, and development planning are being carried out based on existing guidelines.

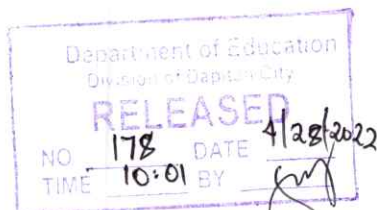
2. The Division PMT shall be composed of the following:

Chairperson: Dr. Rosalio B. Conturno, Jr. - OIC-ASDS

Members: Dr. Ella Grace M. Tagupa - CID Chief  
Sherlito E. Sagapsapan - SGOD Chief  
Ma. Perga A. Cadiante / Germanico C. Malacat - EPSvr  
Olga P. Miranda, CPA - Accountant III  
Michelle V. Torres / Vicente Ramon V. Suarez II - HRD  
Geordito T. Olario - Administrative Officer V  
Anthon John S. Soriano - Planning Officer III  
Rizza A. Daboda - Representative, Elementary School Heads  
JR Joseph Simed B. Saguin - Rep. - Secondary School Heads  
Dr. Minerva G. Paler - Teachers' Association Representative  
Lindo O. Adasa, Jr. - NEU (Level 2) Representative  
Charmaine Marie S. Cagandahan - NEU (Level 1) Rep.

Observer: Engr. Emilio Bagolboc - PTA Division Federation Representative

Secretariat: Jidelle G. Garcia & Nancy T. Tendero - Administrative Services



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3. The PMT shall have the following functions and responsibilities:
  - a. The Secretariat 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 are rationalized;
  - c. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
  - d. Personnel Section 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 schedule of meetings and deliberation and delegation of authority to representatives in case of absence of its members.
4. Public elementary and secondary schools are also directed to establish their respective school level performance management teams (School PMT) based on the same guidelines.
5. For immediate dissemination and implementation.

  
**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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