



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF TABUK CITY**  
**Tabuk City, Kalinga**

March 5, 2025

Division MEMORANDUM  
No. 102, s. 2025

**RECONSTITUTION OF THE MEMBERS OF THE PERFORMANCE MANAGEMENT TEAM (PMT) IN THE SCHOOLS DIVISION OF TABUK CITY**

To: Asst. Schools Division Superintendent  
Chief Education Supervisors  
All Division Personnel  
Elementary and Secondary School Heads

1. Pursuant to 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), Civil Service Memorandum Circular No. 6, s. 2012, (Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS) the Department of Education, and DepEd Memorandum No. 17, s. 2025 (Interim Guidelines for the Department of Education Performance Management and Evaluation System for Teachers in the School Year 2024-2025, the Schools Division of Tabuk City announces the composition of the Performance Management Team (PMT) in the School Division Office and schools.

2. The Performance Management Team shall be composed of the following:

**A. Division Level - Office of the Schools Division Superintendent**

Chairperson	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
Members	Dorothy A. Asingal Administrative Officer V  Catherine M. Badong Administrative Office IV  Sixto D. Lang-ay Jr. Accountant III  Efren Y. Danag Planning Officer III  Norwin O. Bulosan Non-teaching Level I Representative
Secretariat	Clifford Kaysonne M. Rivera Joshua A. Rebanco



**B. Division Level - Curriculum Implementation Division**

Chairperson	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
Members	Ramonchito A. Soriano Chief Education Program Supervisor  Emmanuel D. Ubuan Education Program Supervisor  Henry M. Alunday Public Schools District Supervisor  Dorothy A. Asingal Administrative Officer V  Efren Y. Danag Planning Officer III
Secretariat	Clifford Kaysonne M. Rivera Jay-r B. Balangoy

**C. Division Level - School Governance and Operations Division**

Chairperson	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
Members	Sally P. Feken Chief Education Program Supervisor  Federico D. Flores Education Program Supervisor  Deewaii B. Bagayao Senior Education Program Specialist  Dorothy A. Asingal Administrative Officer V  Efren Y. Danag Planning Officer III
Secretariat	Clifford Kaysonne M. Rivera Vincent B. Martinez

**D. District Level**

Chairperson	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
Members	Sally P. Feken Chief Education Program Supervisor  Ramonchito A. Soriano Chief Education Program Supervisor  Public Schools District Supervisor In-charge  Dorothy A. Asingal Administrative Officer V  Efren Y. Danag Planning Officer III
Secretariat	Mark Christian D. Buduan Joshua A. Rebancos



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**E. School Level**

Chairperson	School Head
Members	Master Teacher/Head Teacher/Teacher III Representative from the School Planning Team Administrative Officer/Representative from non-teaching group Representative from the teacher association
Secretariat	Administrative Office
Validator	Public Schools District Supervisor In-charge

3. The PMT across governance levels shall have the following duties and responsibilities:

- a. **Facilitate Performance Target Setting.** Ensure that performance targets are clearly defined and aligned with DepEd directives, national education goals, and Division priorities (DEDP, DAIP, AIP) and guide all personnel in setting SMART (Specific, Measurable, Achievable, Relevant, and Time-bound) performance objectives to improve learner outcomes and organizational effectiveness.
- b. **Conducting Regular Performance Reviews and Monitoring.** Oversee midyear and year-end performance reviews to assess progress on agreed targets and identify areas for improvement and utilize data-driven monitoring tools, including Division and School Monitoring, Evaluation, and Adjustment (DMEA and SMEA) and Program Implementation Reviews (PIRs) to ensure effective performance tracking.
- c. **Validate Performance Rating Fairly and Objectively.** Ensure transparent and standardized performance evaluations based on agreed indicators and competencies for all personnel and cross-check submitted accomplishments (Means of Verification) against performance standards to guarantee accuracy and fairness in rating assignments.
- d. **Recommend Acceptance and Approval of Performance Rating.** Recommend acceptance and final approval of the performance rating to the designated rater and approving authority in compliance with existing DepEd and CSC guidelines.
- e. **Provide Feedback and Recommend Performance Improvement Plans.** Offer constructive feedback and coaching to personnel needing support in achieving their targets and in coordination with the Human Resource Development recommend appropriate capacity-building programs, technical assistance, and interventions to enhance professional growth and improve school and division performance.

4. The process of performance target setting, review, and rating is stipulated in the succeeding flowchart.

Stages	Strategy	Activity
<b>I Performance Target Setting</b>	Consultation and Orientation	PMT conducts orientation with raters on performance expectations (Office Compendium, DAIP, AIP)
	Setting SMART Performance Objectives	Rater and ratee collaboratively set Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) performance objectives aligned with the division, region, and national educational goals.
	Submission and acceptance of Performance targets	Ratee submits proposed OPCR/IPCR and PMT endorses and recommends its acceptance and approval for implementation



<b>II Midyear Performance Review and Monitoring</b>	Self-assessment and rater feedback	Ratee conducts a self-evaluation, and rater provides feedback on progress toward performance targets
	Data Collection and Performance Monitoring	PMT collects midyear performance data through observations, reports, DMEA/SMEA, and PIRs to track progress
	Midyear Performance Evaluation	Rater conducts a formal review of the identified gaps, strengths, and necessary interventions, with coaching and support provided for improvement

<b>III Year-end Performance Rating and Approval</b>	Submission of Accomplishments	Ratee submits IPCR/OPCR with means of verification based on agreed targets
	Validation and Rating	PMT reviews, verifies, and assigns ratings using set rubrics and criteria (Performance Indicators) to ensure fairness and accuracy
	Acceptance and Approval of Ratings	PMT recommends acceptance and approval of the final rating
	Feedback and Development Planning	Ratee receives performance feedbacks, and professional development opportunities
<b>IV Performance Rewards and Recognition</b>	Identification of Top Performers	The PMT identifies personnel with outstanding performance based on ratings and contributions
	Recommendation for Rewards and Incentives	High-performing employees are endorsed to the PRAISE committee for awards, incentives, and career development opportunities
	Continuous Motivation and Support	The PMT ensures ongoing support and engagement for personnel to maintain high performance and morale

5. The PMT-Technical Working Group (PMT-TWG) is further created to provide technical assistance in the implementation of the RPMS and in the integration of the Performance Management System (PMS) in other PRIME HRM Core Systems. The members of the PMT-TWG are as follows:

Consultant	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
Chairperson	Jan Nowel E. Peña OIC Asst. Schools Division Superintendent
Members	Sally P. Feken Chief Education Program Supervisor  Ramonchito A. Soriano Chief Education Program Supervisor  Emmanuel D. Ubuan Education Program Supervisor  Henry M. Alunday Public Schools District Supervisor  Federico D. Flores Education Program Supervisor  Dorothy A. Asingal



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	Administrative Officer V Catherine M. Badong Administrative Office IV Sixto D. Lang-ay Jr. Accountant III Efren Y. Danag Planning Officer III
Secretariat	Deewaii B. Bagayao (OPCRF) Harriet C. Buslig (IPCRF)

6. Generally, the PMT-TWG shall have the following functions:
- a. Ensure that the agency's performance targets and success indicators are aligned with the approved DepEd Compendium, DAIP and REDP.
  - b. Regularly review and update performance measures to adapt to organizational changes, policy updates, and emerging challenges in governance and service delivery.
  - c. Implement data-driven monitoring systems to track agency performance and overall agency productivity.
  - d. Conduct periodic performance reviews, including midyear and year-end assessments, ensuring that agency performance indicators are effectively measured and means of verification are within the scope of the performance indicators.
  - e. Facilitate calibration sessions to standardize agency performance ratings.

Specifically, the secretariat:

- through the Policy, Planning and Research Section shall:
  - a. conduct the agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding period and plans for the succeeding rating period,
  - b. monitor and evaluates the submission of the agency's OPCRf and the OPCRf of the schools and learning centers,
  - c. consolidate, review, validate and evaluate the performance assessment of the Heads of Offices including the schools and learning centers based on reported office accomplishments against the success indicators and means of verifications,
  - d. submit copy of the consolidated approved final rating of the head of offices including the schools and learning center to the personnel section of the administrative unit and Human Resource Development Section of the agency, and
- through the Human Resource Development Section shall:
  - a. monitor submission of IPCRF by heads of offices, schools and learning centers,
  - b. review the Summary 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 as recommended by the PMT and approved by the head of agency,



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- c. submit copy of the summary list of the approved IPCR final rating together with the IPCRF to the Personnel Section of the administrative unit of the agency,
- d. provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans, and
- e. coordinate development interventions that will form part of the Learning and Development Plan,
- f. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.

6. Unless justified and accepted by the PMT in the respective governance level, non-submission of the OPCRf to the Planning Office and the IPCRF to the Human Resource Development Section within the specified dates shall be ground for employee's disqualification for performance-based personnel actions that require the rating for the given period such as promotion, training, scholarship grants, and PBB, if the failure of the submission of the said forms is due to the fault of the employee

7. Officials and employees who shall be on official travel, approved leave of absence, training or scholarship programs and who have already met the required minimum rating period of 90 days shall submit the performance commitment and rating report before they leave the office. For purpose of performance-based benefits, employees who are on official travel, scholarship or training within a rating period shall use their performance commitment and ratings obtained in the immediately preceding rating period,

8. For information, guidance, and strict compliance.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent