



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
 Schools Division of Tabuk City

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

By: _____
 Date: 4/13/26 Time: 9:00

Office of the Schools Division Superintendent

8 April 2026

DIVISION MEMORANDUM
 No. 149 s. 2026

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

TO : Office of Assistant Schools Division Superintendent
 Chief Education Supervisors
 All Division Personnel
 Elementary and Secondary School Heads
 All Others Concerned

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 Division Performance Management Team shall be composed of the following:

NAME	POSITION	FUNCTION
Christopher C. Benigno PhD, EdD, CESO VI	OIC - Schools Division Superintendent	Consultant
Ginadine L. Balagso	Assistant Schools Division Superintendent	Chairperson
Emmanuel C. Ubuan	Education Program Supervisor	Member
Henry N. Alunday	Public Schools District Supervisor	Member
Efren Y. Danag	Planning Officer III	Member
Dorothy S. Asingal	Administrative Officer V	Member
Napoleon Mukay	PESPA President	Member
Avelina P. Trinidad	NAPSSHI President	Member
Catherine M. Badong	Administrative Officer IV	Secretariat
Joshua Rebanco	Administrative Aide VI	Secretariat



B. Functional Division

a. Office of the Schools Division Superintendent

NAME	POSITION	FUNCTION
Ginadine L. Balagso	Assistant Schools Division Superintendent	Chairperson
Dorothy S. Asingal	Administrative Officer V	Member
Catherine M. Badong	Administrative Officer IV - HR	Member
Efren Y. Danag	Planning Officer III	Member
Sixto D. Lang-ay	Accountant III	Member
Non-Teaching Level 1 Representative		Member
Mark Angelo Sarne	Administrative Aide VI	Secretariat
Joshua A Rebancos	Administrative Aide VI	Secretariat

b. Curriculum Implementation Division

NAME	POSITION	FUNCTION
Ginadine L. Balagso	Assistant Schools Division Superintendent	Chairperson
Ramonchito A. Soriano	Chief Education Supervisor	Member
Emmanuel C. Ubuan	Education Program Supervisor	Member
Henry N. Alunday	Public Schools District Supervisor	Member
Dorothy S. Asingal	Administrative Officer V	Member
Catherine M. Badong	Administrative Officer IV - HR	Member
Efren Y. Danag	Planning Officer III	Member
Sixto D. Lang-ay	Accountant III	Member
Jay-ar Balahoy	Administrative Aide VI	Secretariat
Ruchelle T. Quimao	Administrative Aide VI	Secretariat

c. School Governance and Operations Division

NAME	POSITION	FUNCTION
Ginadine L. Balagso	Assistant Schools Division Superintendent	Chairperson
Sally P. Feken	Chief Education Supervisor	Member
Federico C. Flores Jr	Education Program Supervisor	Member
Deewaii B. Bagayao	Senior Education Program Specialist	Member
Dorothy S. Asingal	Administrative Officer V	Member
Catherine M. Badong	Administrative Officer IV - HR	Member
Efren Y. Danag	Planning Officer III	Member
Vincent B. Martinez	Education Program Specialist II	Secretariat
Ruchelle T. Quimao	Administrative Aide VI	Secretariat

C. District Level

NAME	POSITION	FUNCTION
Ginadine L. Balagso	Assistant Schools Division Superintendent	Chairperson
Sally P. Feken	Chief Education Supervisor - SGOD	Member
Ramonchito A. Soriano	Chief Education Supervisor - CID	Member
Dorothy S. Asingal	Administrative Officer V	Member
Efren Y. Danag	Planning Officer III	Member
PSDS Concern		Member
Joshua Rebancos	Administrative Aide VI	Secretariat
Mark Angelo Sarne	Administrative Aide VI	Secretariat



D. School Level

PERSON CONCERN	FUNCTION
School Head	Chairperson
Master Teacher/Head Teacher/Teacher VI/Teacher VII	Member
Representative from School Planning Team	Member
Administrative Officer/ Representative from Non-Teaching Group	Member
Representative from the Teachers association	Member
Efren Y. Danag Planning Officer III	
Administrative Officer II	Secretariat
Public Schools District Supervisor Concern	Validator

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.

Specifically, the secretariat:

● **through the Policy, Planning and Research Section shall:**

a. conducts 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. consolidates, 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. submits 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. reviews 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;
- c. submits 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. provides 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; and
- f. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives.


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

Stages	Strategy	Activity
I Performance Target Setting	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
II Midyear Performance Review and Monitoring	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.



III Year-end Performance Rating and Approval	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.
IV Performance Rewards and Recognition	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. Unless justified and accepted by the PMT in the respective governance level, non-submission of the OPCR 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.
6. 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.
7. For information, guidance, and strict compliance.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
 Assistant Schools Division Superintendent
 OIC - Schools Division Superintendent

