



DEPARTMENT OF EDUCATION

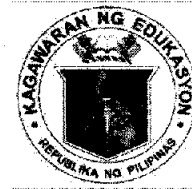
Region X - Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner D'n Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



August 1, 2014

DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 8/1/14 Time: 8:46 AM

By: [Signature]

DIVISION MEMORANDUM

No. 224 s. 2014

DESIGNATION OF THE DIVISION PERFORMANCE REVIEW AND EVALUATION COMMITTEE FOR THE IMPLEMENTATION OF PERFORMANCE-BASED BONUS PURSUANT TO DEPED ORDER NO. 33, S. 2014

TO : **Education Program Supervisors**
Division Coordinators
Public Schools District Supervisors
School Heads (Elementary and Secondary)
Section Heads and Staff
All Others Concerned

FROM : *[Signature]*
EDILBERTO L. OPLENARIA
Schools Division Superintendent

1. Pursuant to the herein DepEd Order No. 33, s. 2014 re: *Guidelines on the Granting of Performance-based Bonus for the Department of Education Employees and Officials for Fiscal Year 2013*, this Office hereby creates the Division Performance Review and Evaluation Committee (DPREC) and Division Grievance Committee, to wit:

1.1. DPREC

Chairman

Members:

Planning Officer

Accountant

Administrative Officer

Education Program Supervisor I

Ralph T. Quirog
Education Program Supervisor

Paul John P. Arias
Planning Officer II

Rhysa Cyle C. Rosalejos, CPA
Accountant II

Jutchel L. Nayra, DPA
Administrative Officer V

Analy L. Ocier
Education Program Supervisor



DEPARTMENT OF EDUCATION

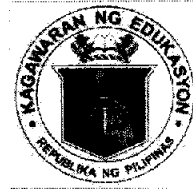
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



Principals' Representative
(Elementary: PESPA)

Teofilo L. Ontoy, Jr.
Principal I/President, PESPA

Representative from the teacher
association for elementary

Cosjulita K. Olarte
*President, Division Public Schools
Teacher's Association*

Observer:
PTA Division Federation
Representative

Rhogene S. Sagayoc

Secretariat:
Administrative Office

Jutchel L. Nayra, DPA
Administrative Officer V

As reiterated in the same Order, the functions and responsibilities of the PRECs shall include the following:

- a. Based on the involvement in basic education, select the DepEd-recognized CSO, which will act as observed in all PREC meetings and discussions;
- b. Conduct orientation and information dissemination activities especially on the rationale, criteria and process of the granting of PBB;
- c. Immediately convene en banc to agree on the basics in performance review and evaluation particularly on the process and timelines. Each PREC Chair shall assign specific tasks to each member to expedite the process of performance review and evaluation;
- d. Implement the performance review and evaluation as stipulated in this Order;
- e. Provide necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents;
- f. Regularly report to the head of office/unit on the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the PBB Task Force;
- g. Ensure that PBB is implemented before the end of fiscal year 2014; and,
- h. Set-up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all delivery units and personnel, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.



DEPARTMENT OF EDUCATION

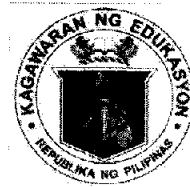
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com, Official website: www.depedmalaybalay.net



3.2. Division Grievance Committee

Chairman	Edilberto L. Oplenaria <i>Schools Division Superintendent</i>
Members:	
HRMO	Novem A. Sescon <i>HRMO I</i>
Education Program Supervisor	Jasmin J. Adriatico <i>Education Program Supervisor</i>
Accountant	Rhysa Cyle C. Rosalejos, CPA <i>Accountant II</i>
PESPA Representative	Teofilo L. Ontoy, Jr. <i>Principal II/President, PESPA</i>

The functions and responsibilities of the Division Grievance Committee, to wit:

- Respond to complaints, issues and concerns related to the granting of PBB;
 - All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executory.
2. This Order shall take effect immediately unless revoked.
 3. For strict compliance.

Encl.

As stated

Copy furnished:

Records Section

AO file

TO BE POSTED IN THE OFFICE



DEPARTMENT OF EDUCATION

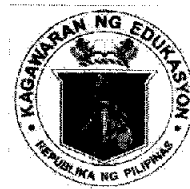
Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: depedmalaybalay@gmail.com, Official website: www.depedmalaybalay.net



3.2. Division Grievance Committee

Chairman	Edilberto L. Oplenaria <i>Schools Division Superintendent</i>
Members:	
HRMO	Novem A. Sescon <i>HRMO I</i>
Education Program Supervisor	Jasmin J. Adriatico <i>Education Program Supervisor</i>
Accountant	Rhysa Cyle C. Rosalejos, CPA <i>Accountant II</i>
PESPA Representative	Teofilo L. Ontoy, Jr. <i>Principal II/President, PESPA</i>

The functions and responsibilities of the Division Grievance Committee, to wit:

- Respond to complaints, issues and concerns related to the granting of PBB;
 - All complaints filed before the grievance committee shall be acted upon within fifteen (15) days upon receipt of the committee secretariat. All decisions of the grievance committee are considered final and executory.
2. This Order shall take effect immediately unless revoked.
 3. For strict compliance.

Encl.

As stated

Copy furnished:

~~Records Section~~

AO file

~~TO BE POSTED IN THE PERSONAL~~