



**Republic of the Philippines**  
**Department of Education**  
**REGION X- NORTHERN MINDANAO**  
**DIVISION OF MALAYBALAY CITY**

VNM-2018-04-84A  
 DEPED MALAYBALAY CITY DIVISION  
 RELEASED  
 DATE: \_\_\_\_\_ TIME: 8:35  
 BY: PR 1-0-2018 *jeanna*

**DIVISION MEMORANDUM**

**TO: Sunny Ray F. Amit, Assistant Schools Division Superintendent**  
**Chief Education Supervisors and Staff, CID and SGOD**  
**Section/Unit Heads and Staff**  
**Vincent G. Sanmiguel, SEPS in Planning and Research Section**  
**Woodrow Wilson B. Merida, SEPS in HRD Section**  
**All Others Concerned**

**FROM: REBONFAMIL R. BAGUIO**  
**Schools Division Superintendent**

**DATE: April 10, 2018**

**RE: DESIGNATION OF THE DIVISION PERFORMANCE**  
**MANAGEMENT TEAM (PMT) AND DIVISION GRIEVANCE**  
**COMMITTEE**

1. In adherence 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, this Office hereby designates the Division Performance Management Team (PMT) and Division Grievance Committee effective immediately.

**1.1. The Division PMT is composed of the following:**

<b>Chairperson:</b>	Sunny Ray F. Amit Assistant SDS
<b>Members:</b>	Novem A. Sescon, Planning Officer III Rhysa Cyle C. Rosalejos, CPA, Accountant III Jutchel L. Nayra, DPA, Administrative Officer V Luis S. Alajar, Jr., Education Program Supervisor Teofilo L. Ontoy, Jr., PESPA President Susan S. Olana, Ph.D., DAPSSHI President Lorenzo O. Capacio, Ed.D., NEU-Division Chapter Representative
<b>Observer:</b>	PTA Division Federation Representative
<b>Secretariat:</b>	Florabelle R. Porras Guia Ma. G. Villahermosa <i>Administrative Section</i>



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The PMT shall have the following functions and responsibilities:

- i. The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
- ii. 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 is rationalized;
- iii. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
- iv. The Personnel Unit identifies potential top performers and provides inputs to the PRAISE Committee for the grant of awards and incentives; and,
- v. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

1.2. The Division Grievance Committee shall act as appeals board on all issues relating to the implementation of the RPMS. The composition of the Division Grievance Committee is provided below:

<b>Chairperson:</b>	Rebonfamil R. Baguio Schools Division Superintendent
<b>Members:</b>	Legal Officer - Vacant Guia Ma. G. Villahermosa, AO IV (Personnel) Rachel R. Valde, Education Program Supervisor Rhysa Cyle C. Rosalejos, CPA, Accountant III PESPA Representative Ralph T. Quirog, NEU – Division Chapter Representative

2. Further, it is reiterated that the Division PMT and Division Grievance Committee shall implement DepEd Order No. 2, s. 2015. In addition, the functions and responsibilities of the Planning Office, Human Resource Development Division, Head of Office, Section Chief/Unit Head, and individual employees are also provided in the same Order to ensure effective implementation of the policy.
3. For information, guidance and compliance of all concerned.

Copy furnished:  
Records Unit