



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

UNM-2019-11-76A
 DEPED MALAYBALAY CITY DIVISION
 RELEASED
 DATE: NOV 04 2019 TIME: 2:30
 BY: [Signature]

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: VICTORIA V. GAZO, Ph.D., CESO V
 Schools Division Superintendent [Signature]

DATE: November 4, 2019

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:

Chairperson:	Sunny Ray F. Amit Assistant SDS
Members:	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 Narita T. Padua, PESPA President Susan S. Olana, Ph.D., DAPSSHI President



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	Lorenzo O. Capacio, Ed.D., NEU-Division Chapter Representative
Observer:	PTA Division Federation Representative
Secretariat:	Florabelle R. Porras Guia Ma. G. Villahermosa Administrative Section

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:

Chairperson:	Victoria V. Gazo, Ph.D., CESO V Schools Division Superintendent
Members:	Atty. Wincerbogne L. Pesisano, Attorney III Guia Ma. G. Villahermosa, AO IV (Personnel) Rachel R. Valde, Education Program Supervisor Rhysa Cyle C. Rosalejos, CPA, Accountant III Narita T. Padua, PESPA President 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,



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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



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