



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

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DEPED MALAYBALAY CITY DIVISION  
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Division Memorandum  
No. 074 s, 2021

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID/SGOD)  
Concerned Division Personnel  
This Division

FROM: **VICTORIA V. GAZO, Ph.D., CESO V**  
Schools Division Superintendent *V. Gazo*

DATE: **February 18, 2021**

RE: **COMPOSITION OF THE DIVISION OFFICE PERFORMANCE  
MANAGEMENT TEAM (PMT)**

- I. Pursuant to DepED Order No. 28, s. 2019, entitled, **Guidelines on the Grant of the Performance-Based Bonos to the Department of Education Employees and Officials for Fiscal Year 2018** which will still be the basis for granting the FY 2019 PBB, the following personnel are hereby designated to compose the **Performance Management Team (PMT)** of this Division:

		Alternate
Chairperson:	<b>Victoria V. Gazo, Ph.D., CESO V</b> Schools Division Superintendent	
Co-Chairperson:	<b>Aliena S. Dajay, Ph.D., CESE</b> Assistant Schools Division Superintendent	
Member:	<b>Novem A. Sescon</b> Division Planning Officer	<b>Ria K. Alquizar</b> Program Specialist II
	<b>Manuel D. Dinlayan II</b> Administrative Officer V	<b>Florabelle R. Porras</b> Administrative Officer IV
	<b>Ralph T. Quirog</b> Chief Education Supervisor, CID	<b>Rachel R. Valde</b> Education Program Supervisor



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	<b>Lorenzo O. Capacio, PhD</b> Chief Education Supervisor, SGOD	<b>Rosalio P. Arangco</b> Education Program Supervisor
	<b>Almaco Felimon A. Villanueva</b> Administrative Officer IV	<b>Lorna M. Lapeciros</b> Administrative Officer II
	<b>Benjamin M. Buhawe</b> PESPA Representative	<b>Sonny M. Rojas</b> Principal
	<b>Susan S. Olana</b> NAPSSHI Representative	<b>John P. Rarogal</b> Principal
Secretariat:	<b>Novilyn G. Palma</b> Administrative Officer II (HRMO I)	<b>Ariel L. Garcia</b> Administrative Assistant III

2. The roles and responsibilities of the Division Office Performance Management Team (PMT) shall include the following:
- i. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;
  - ii. Regularly report to the RO PMT the status of compliance with SDSO level reports and requirements on agency eligibility;
  - iii. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the SDO, and provide technical assistance to schools under its jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB;
  - iv. Gather 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.
  - v. Regularly report to the RO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO PMT;
  - vi. Address all queries and clarification related to the implementation of PBB under its respective jurisdiction; and
  - vii. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the SDO, and ensure that the results are used as a tool in strategic planning and encouraging better performance in the future;
  - viii. Act as initial deciding authority at the SDO regarding appeals of individual eligibility for the grant of the PBB; and





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- ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
  
3. For information and guidance of all concerned, Immediate dissemination of this Memorandum is desired.

Copy Furnished:  
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RECORDS

To be posted in the Division Website



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