



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

DM 2021-03-091  
DEPED MALAYBALAY CITY DIVISION  
RELEASED

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BY: \_\_\_\_\_ *glaw*

MAR 03 2021

**DIVISION MEMORANDUM**

No. 091, s. 2021

TO : Asst. Schools Division Superintendent  
Chief Education Supervisor, CID and SGOD  
School Heads & Teachers (Elementary and Secondary)  
Unit Heads & Staff  
All Other Concerned

FROM : **VICTORIA V. GAZO, PhD., CESO V**  
Schools Division Superintendent

DATE : March 2, 2021

SUBJECT: ESTABLISHING A SCHOOL PERFORMANCE MANAGEMENT TEAM  
(PMT)

1. This is in reference to DepED Order No. 007, s.2021, entitled, Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education and Officials.
2. Pursuant to the said DepED Order, all School Heads are required to create their School Performance Management Team to institutionalize the RPMS which seeks to link individual performance with the DepED organizational vision, mission, and strategic goals.
3. Submit a copy of the list of School PMT with contact number at the Office of the Schools Division Superintendent – Personnel Unit for filling on or before March 19, 2021.
4. School Performance Management Team shall compose the following:

Chair: School Head  
Member: One Head Teacher/Master Teacher  
Representative School Planning Team  
Administrative Officer/Representative from non-teaching





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Observer: group/LIS Coordinator  
Representative from teacher association  
One PTA Representative  
Secretariat: Administrative Officer/any of the teachers

5. Each Member of the School PMT shall have designated alternate. The School Head shall issue an official designation of the members of School PMT and their alternates.
6. The roles and responsibilities of the School PMT shall include the following:
  - i. Ensure compliance of the school with the requirements for the grant of the PBB;
  - ii. Regularly report to the SDO PMT the status of compliance with school 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 school level 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 SDO PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO 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 school, 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 school level regarding appeals of individual eligibility for the grant of the PBB; and
  - ix. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.





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7. Ensure compliance of the school
8. Immediate and wide dissemination of this memorandum is required.

Copy furnished:

AO File

**TO BE POSTED IN THE DIVISION WEBSITE**



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