



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

2022-58853

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DEPED MALAYBALAY CITY
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BY: [Signature]

MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
All Others Concerned

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

Date: September 14, 2022

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

1. Pursuant 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	ALIENA S. DAJAY, PhD, CESE Assistant School Division Superintendent
Members:	Novem A. Sescon, Planning Officer III Ria K. Alcuizar, SEPS-Planning and Research Rhysa Cyle C. Rosalejos, CPA, Accountant III Manuel D. Dinlayan II, DPA, Administrative Officer V Rachel R. Valde, Education Program Supervisor Sonny M. Rojas, PESPA President Susan S. Olana, PhD, DAPSSHI President Lorenzo O. Capacio, EdD, NEU Division Chapter Representative



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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, PhD, 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 Sonny M. Rojas, PESPA President Susan S. Olana, PhD, DAPSSHI President Manuel D. Dinlayan II, DPA, Administrative Officer V



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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, 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
Planning and Research



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