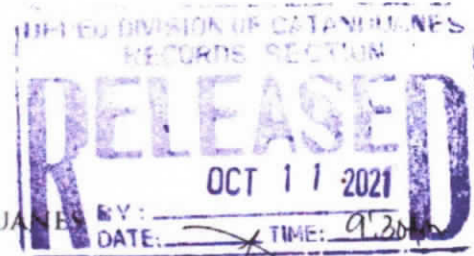




Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES



October 11, 2021

DIVISION MEMORANDUM

OSDS-PER-DM No. 450 s. 2021

COMPOSITION OF THE SCHOOLS DIVISION OFFICE PERFORMANCE MANAGEMENT TEAM

TO : Asst. Schools Division Superintendent
 Chiefs, SGOD & CID
 Public Schools District Supervisors
 Education Program Supervisors
 Elementary & Secondary School Heads/OIC's
 Teaching & Non-Teaching Personnel

- Pursuant to DepEd Order No. 7, s. 2021 "Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials," the Schools Division Office Performance Management Team shall be comprised of the following:

Chairperson	Ma. Luisa T. de la Rosa Asst. Schools Division Superintendent	
	Alternates	
Members	Rey C. Bonayon Planning Officer III	Anjo G. Tugay Senior Education Program Specialist
	Angelo James O. Aguinalde Accountant II	Helen R. Soledad Administrative Assistant III
	Eva S. Tolentino Administrative Officer V	Marichelle B. Llave Administrative Officer IV
	Mary Jean S. Romero Chief Education Supervisor	Aroline T. Borja Education Program Supervisor
	Romel G. Petajen Chief Education Supervisor	Cynthia T. Soneja Education Program Supervisor
	Ma. Cielo C. Tubale Administrative Officer V	Liza R. Bernardo Administrative Officer IV
Secretariat	Roma Angelee A. Soleybar, Administrative Officer II Christine Louise S. de Leon, Administrative Assistant III Ma. Carissa M. Guerrero, Administrative Assistant III Korina Carla H. Basco, Administrative Aide VI	



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2. The roles and responsibilities of the Schools Division Office Performance Management Team (SDO PMT) are the following:
 - a. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;
 - b. Regularly report to the SDO PMT the status of compliance with school level reports and requirements on agency eligibility;
 - c. 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;
 - d. 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;
 - e. Regularly report to the SDO PMT that status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT;
 - f. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
 - g. 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 the school, and that the results are used as a tool in strategic planning and encouraging better performance in the future;
 - h. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
 - i. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
3. DepEd Order No. 7, s. 2021 can be downloaded through bit.ly/DO7s2021
4. For information, guidance and strict compliance.

SUSAN S. COLLANO
Asst. Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encls: as stated

To be indicated in the Perpetual Index
under the following subjects: