



Republic of the Philippines

Department of Education

REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

11 August 2023

DIVISION MEMORANDUM
OSDS No. **096**, s. 2023

RECONSTITUTION OF THE PERFORMANCE MANAGEMENT TEAM (PMT) FOR CY 2023

To: Assistant Schools Division Superintendent
SGOD and CID Chiefs
Schools Division Office Personnel
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 2, s., 2015 or the **Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) I the Department of Education**, these identified personnel are the members of the Performance Management Team of this Division effective immediately until revoked:

	NAME	POSITION/DESIGNATION	ALTERNATE MEMBERS
Chairperson	JASMIN P. ISLA	Asst. Schools Division Superintendent	Not Applicable
	Members	MARK JEFFERSON R. MONTANO	Planning Officer III
		CARLO P. DIVEDOR, CPA	Accountant III/NEU Division Chapter Representative
		RONALD JIM S. SOMERA	Administrative Officer V
		ROSELYN G. DARDO	Education Program Supervisor
		HIYASMINDA C. DIOLANTO	Principal II/ Principals' Representative

SDOSC-OSDS-DIO-NM-v3.0r0.0,effective04/06/2020



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			(Elementary: PESPA)
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	NAME	POSITION / DESIGNATION	ALTERNATE MEMBERS
	JEREMIAH M. MOSQUERA, JR..	Principal IV/ Principals' Representative (Secondary: NAPSSPHIL)	
	RANDY P. PORCELIN	Teacher III/ Teachers' Association Representative (Elementary)	
Observer	RENE S. CANAPIA	PTA Division Federation Representative	Observer
Secretariat	ARLENE L. ALBUNA	Administrative Officer IV	Secretariat
	KEITH J. GELLA	Administrative Officer II	
	FLOR ANGELIE M. TOLONDON	Administrative Officer II	
	ROCHEL JAN C. ILAO	Administrative Officer II	
	IRISH MAY C. PALMES	Administrative Officer II	
	MA. JOSSIE TIFFANY P. CASPE	Administrative Officer II	

2. These are the functions and responsibilities of the Performance Management Team.

- a. The Secretariat at each level sets the consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Training Form.
- b. 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.
- c. They shall recommend the approval of the Office Performance Commitment

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and Rating to the Head of Agency.

- d. They shall identify potential top performers and committees.
 - e. They shall adopt their own internal rules, procedures and strategies in carrying out the aforesaid responsibilities, including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.
3. In addition to the specified tasks of the PMT, they shall also be responsible in crafting contextualized guidelines aligned with the equal opportunity policy, processes and procedures including monitoring and evaluation tools for the performance of personnel to track its efficiency and opportunities for improvement.
 4. All other issuances inconsistent with this Memorandum are repealed.
 5. Immediate dissemination of and compliance with this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in Perpetual Index
under the following subjects:

COMMITTEES
MEETINGS
OFFICIALS

JPC/DM-reconstitution of pmt for cy 2023
0000/August 11, 2023

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