



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

22 Jan 2024

DIVISION MEMORANDUM  
OSDS No. **010** s. 2024

RECONSTITUTION OF THE PERFORMANCE MANAGEMENT TEAM (PMT) FOR CY  
2024

TO: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Section and Unit Heads  
Division Office Personnel  
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:

	<b>NAME</b>	<b>POSITION/ DESIGNATION</b>	<b>ALTERNATE MEMBERS</b>
Chairperson	Levi B. Butihen	Assistant Schools Division Superintendent	Not Applicable
Member	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/Principal's Representative (Elementary: PESPA)	
	Jeremiah M. Mosquera, Jr.	Principal IV/Principal's Representative (Secondary: NAPSSPHIL)	



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	<b>NAME</b>	<b>POSITION/ DESIGNATION</b>	<b>ALTERNATE MEMBERS</b>
	Randy P. Porcelin	Teacher III/Teacher's Association Representative (Elementary)	
Observer	Rene S. Canapia	PTA Division Federation Representative	
Secretariat	Arlene L. Albuna	Administrative Officer V	
	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 Committee 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 and Rating to the Head of Agency;
- d. They shall identify potential top performers and committees; and
- 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.



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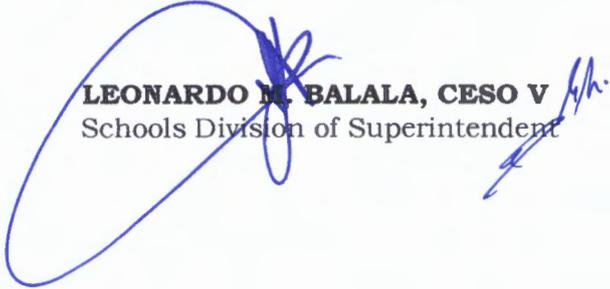
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3. In addition to the specified tasks of the PMT, they shall also be responsible in crafting contextualized guidelines aligned with the equal opportunity policy, processes and procedures including monitoring and evaluation tools for the performance 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, CESO V**  
Schools Division of Superintendent

RJS/DM - reconstitution of the performance management team 2024  
0000/January 22, 2024



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