



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**No. 221, s. 2024**Composition of Schools Division Office Performance Management Team**

TO: Assistant Schools Division Superintendent  
 SDO Personnel thru Chiefs of Division and Section Heads  
 School Heads of Public Elementary and Secondary Schools

1. Consistent with DepEd Order No. 2, s. 2015 titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) and pursuant to DepEd Order No. 007, s. 2021 "Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials," below is the updated composition of the Schools Division Office Performance Management Team (SDO PMT):

DESIGNATION	NAME
<b>CHAIRPERSON :</b>	Annie D. Pagdilao, CESO VI Assistant Schools Division Superintendent
<b>MEMBERS:</b>	
Planning Officer III	Gloria P. Cabotaje Planning Officer III
Accountant III	Christopher Michael T. Gasmen Accountant III
Administrative Services	Atty. Kim R. Tagorda Administrative Officer V
Education Program Supervisor	Pelagio Cardenas Education Program Supervisor
PESPA REPRESENTATIVE	Nora P. Paroligan School Principal III
NAPSSPHIL REPRESENTATIVE	Anita R. Presto School Principal III
Teachers' Association Representative	Crispulo V. Arquero III Master Teacher I





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NEU Division Chapter Representative	Mary Joy P. Suero Administrative Officer V (Budget)
<b>OBSERVER:</b> PTA Division Federation Representative	Leon Patacsil Pres. Federated Parents Teacher Association
<b>SECRETARIAT:</b>	Lloyd Ancheta Administrative Assistant III

2. The SDO-PMT shall have the following functions and responsibilities in the implementation of the Results-Based Performance Management:

- a) The Secretariat sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating 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) PMT recommends approval of the office performance commitment and rating to the Head of Agency;
- d) Personnel Unit identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
- e) 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.

3. The functions and responsibilities of the SDO PMT in the grant of Performance-Based Bonus shall include 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 RO-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,



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- completeness, and correctness of these data, information and/or documents;
- e) Regularly report to the RO-PMT the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO-PMT;
  - f) Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction;
  - g) Set up 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 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.
4. Previous division issuances, which are inconsistent with this memorandum, are hereby repealed, rescinded or modified accordingly.
5. Immediate and wide dissemination of this memorandum is desired.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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