



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

**DIVISION MEMORANDUM**

No. 36, s. 2025

**RECONSTITUTING THE SCHOOLS DIVISION OFFICE PERFORMANCE MANAGEMENT TEAM AND GRIEVANCE COMMITTEE ON ISSUES PERTAINING TO RESULTS BASED MANAGEMENT SYSTEM (RPMS)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The Civil Service Commission (CSC) issued Memorandum Circular no. 06, series of 2012, which mandates the establishment and implementation of the Strategic Performance Management System across all government agencies.
2. As a learner centered institution, the Department of Education (DepEd) adopted the SPMS to strengthen its commitment to continuous improvement and to better serve Filipino learners through DepEd Order No. 02, s. 2015.
3. In line with DepEd Order No. 02, s. 2015 titled "Guidelines on the Establishment and Implementation of the Results Based Performance Management System (RPMS)," below is the reconstituted composition of the Schools Division Office Performance Management Team and the Grievance Committee for addressing RPMS-related concerns is outlined below:

| <b>DIVISION PERFORMANCE MANAGEMENT TEAM</b>      |   |
|--|---|
| <b>CHAIRPERSON:</b>                              | <b>Annie D. Pagdilao, EdD, CESO VI</b><br>Assistant Schools Division Superintendent |
| <b>MEMBERS:</b>                                  |   |
| Planning Officer III                             | Gloria P. Cabotaje<br>Planning Officer III  |
| Accountant III                                   | Christopher Michael T. Gasmen<br>Accountant III                                     |
| Administrative Services                          | Atty. Kim R. Tagorda<br>Administrative Officer V                                    |
| Education Program Supervisor                     | Susiemar M. Rapisura<br>Education Program Supervisor-SGOD                           |
| Principal Representative<br>(Elementary: PESPA)  | Dr. Ana A. Castor<br>Principal, Nagsangalan Elementary School                       |
| Principal Representative<br>(Secondary: NAPSSHI) | Editha C. Bagcal<br>Principal, Ilocos Sur National High School                      |



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|  |  |
|--|--|
| Elementary Teacher Association Representative              | Crispulo V. Arquero III<br>Master Teacher I, Tamag Elementary School |
| NEU-Division Chapter Representative                        | Mary Joy P. Suero<br>Administrative Officer V (Budget)               |
| <b>OBSERVER:</b><br>PTA Division Federation Representative | Authorized Representative  |
| <b>SECRETARIAT:</b><br>Administrative Office               | Clarence E. Pe Benito<br>Administrative Aide VI                      |

| <b>GRIEVANCE COMMITTEE ON ISSUES PERTAINING TO RPMS</b> |  |
|---|--|
| <b>CHAIRPERSON:</b>                                     | <b>VILMA D. EDA, CESO V</b><br>Schools Division Superintendent |
| <b>MEMBERS:</b>   |  |
| Legal Officer   | Cherry Joy D. Garma<br>SEPS, Legal Officer Designate           |
| HRMO  | Greatest Yeng C. Molina<br>Administrative Officer IV           |
| Education Program Supervisor                            | Elsie C. Amorin<br>Education Program Supervisor                |
| Accountant  | Christopher Michael T. Gasmen<br>Accountant III                |
| PESPA representative                                    | Nora P. Paroligan<br>Principal, Vigan Central School           |
| NEU   | Daisy A. Ancheta<br>Administrative Officer IV (Cashier)        |

- All other issuances which are inconsistent with these guidelines are hereby repealed or modified accordingly.
- This memorandum shall take effect immediately upon the issuance.
- Immediate dissemination of this memorandum is desired.

SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY  
 28 JAN 2025  
**RELEASED**  
 BY: \_\_\_\_\_

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

Enclosure:  
 Reference: DepEd Order No. 02 s. 2015

gpc/pmt composition  
 /January 24, 2025



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