



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

No. 822, s. 2025

**ESTABLISHMENT OF DIVISION PERFORMANCE MANAGEMENT TEAM (PMT)  
 SUB-COMMITTEE**

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

1. In accordance with DepEd Order No. 2, s. 2015, titled “*Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*”, specifically Item No. 60.v, which states that the “PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including the schedule of meetings and deliberations, and the delegation of authority to representatives in case of absence of its members”, this Office hereby establishes the PMT Sub-Committee and designates the following representatives per career stage:

<b>PMT SUB-COMMITTEE</b>	<b>REPRESENTATIVE PER CAREER STAGE</b>
Principal I/ Asst. Principal/ Department Heads	Glenn U. Tadena Vivian T. del Castillo Salvador S. Avisia Ronald P. Alejo
Principal II	Karen A. Frando
Principal III	Richard A. Agtutubo
Principal IV	Ana A. Castor Anita R. Presto

2. The PMT Sub-Committee shall assist in ensuring the alignment of each School Head’s new Key Result Areas (KRAs) with the corresponding objectives and indicators based on their respective PPSSH career stage.

3. In line with this, all members of the Division PMT and the Sub-Committee are requested to attend a **Focus Group Discussion (FGD)** on **November 6, 2025, at 1:30 PM** to be held at the SDO Conference Hall, with the following objectives:

- a) Align the Key Result Areas (KRA) Version 3 with the Philippine Professional Standards for School Heads (PPSSH);



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
 Telephone No: (077) 722-20-23 / (077) 632-05-33  
 Email Address: vigan.city@deped.gov.ph  
 Website: [www.depedviganacity.com](http://www.depedviganacity.com)

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)





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

- b) Discuss other related matters.
4. Participants are requested to bring the following materials:
- hardcopy of the OPCR/IPCR Plan for SY 2025-2026;
  - copy of the PPSSH; and
  - laptop for the workshop.
5. This Memorandum shall serve as the official locator slip for school participants attending the said activity. **No proxy shall be allowed.**
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

Reference: DepEd Order No. 2, s. 2015

Enclosure:

SGOD/gpc/KRA



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
Telephone No: (077) 722-20-23 / (077) 632-05-33  
Email Address: vigan.city@deped.gov.ph  
Website: [www.depedvigancity.com](http://www.depedvigancity.com)

Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](https://bit.ly/SDOViganCityCSM)

