



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
Superintendent

February 26, 2024

DIVISION MEMORANDUM

No. 151, s. 2024

**RECONSTITUTION OF THE PERFORMANCE MANAGEMENT TEAM (PMT) AND  
TECHNICAL WORKING GROUP (TWG) TO INSTITUTIONALIZE THE RESULTS-  
BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN DEPED SCHOOLS  
DIVISION OF DAVAO DE ORO**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
Section/Unit Heads  
District Heads  
School Heads  
All Teaching and Non-teaching Personnel

1. Pursuant to Civil Service Commission (CSC) Memorandum Circular No. 6, s. 2012 entitled Guidelines in the Establishment and Implementation of agency Strategic Performance Management System (SPMS), the Schools Division of Davao de Oro hereby creates the Performance Management Team (PMT) to institutionalize the results-Based Performance Management System (RPMS). The RPMS seeks to link individual performance with the Department's organizational vision, mission, and strategic goals.
2. The PMT shall be composed of the following:  
Chairperson: Emma A. Camporedondo, CESO VI  
Assistant Schools Division Superintendent  
  
Member: Shiela L. Cambungga – Planning Officer III  
Lewi Matt Dexter M. Bello – Accountant III  
Norberto S. Manlangit CE, MPA – Administrative Officer V  
Wilfredo P. Takasan EdD – Education Program Supervisor  
Sozonte L. Puedan – PESPA - President  
Roger H. Prades – CVAPSSHI – President  
Ma. Linda A. Colita – Teacher Association – President  
Nisan Lejan M. Cal – NEU – Davao de Oro Chapter – President  
  
Observer: Joemen B. Balico – PTA Federated President



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3. The PMT shall be responsible for:
  - a. facilitating the performance target setting of all DepEd offices and schools; ensuring that the performance targets, indicators, and budget of all DepEd offices and schools are aligned with the Agency's Major Final Outputs (MFOs) and Performance targets (PTs) as specified in the Organizational Performance Indicator Framework (OPIF);
  - b. recommending to the Head of the Agency the approval of the performance commitment and rating of all DepEd offices and schools;
  - c. acting as appeals body and final arbiter for performance management issues of the Agency;
  - d. identifying the potential top performers and providing inputs to the PRAISE Committee for grant of awards and incentives;
  - e. conducting a series of meetings and deliberations, and delegation of authority to representatives in case of absence of its members;
  - f. formulating and adopting of the RPMS guidelines, which shall cascade the rules, procedures, strategies, and timeline of the implementation of the RPMS in DepEd; and
  - g. observance/adherence/compliance to the Equal Opportunity Principle (EOP), that is, in no case shall employees/personnel be discriminated against the availment of trainings or any human resource development opportunities on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation.
4. The PMT-Technical Working Group (PMT-TWG) is further created to act as Secretariate to the PMT and to provide technical assistance in the implementation of RPMS. The PMT-TWG shall be composed of the following:

Head : Dennis C. Alcano - SEPS – HRDS

Members : Lynette P. Banayo – AO II  
Juna T. Lumantas – ADAS III
5. The PMT-TWG shall have the following functions:
  - a. firm-up the Work Development Objectives (WDOS), timeline, requirements, roles and outputs of intervention;
  - b. help in the revisions of the Position Competency Profiles (PCPs) based on the new structure;
  - c. provide inputs in the enhancement of support materials such as the Managers' Manual, Employee's Manual, and Facilitator's Manual;
  - d. assist in the conduct of orientations, trainings, and workshops during the RPMS roll out in all levels nationwide;



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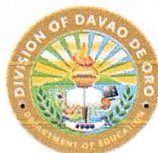
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- e. help in the documentation of all RPMS activities;
  - f. ensure timely accomplishment of each phase of the RPMS through the issuances;
  - g. implement the Change Management and Communication Plans;
  - h. analyze issues and challenges, and develop recommendations to address such issues;
  - i. regularly monitor and evaluate the effectiveness of the system, and identify process improvements;
  - j. monitor the implementation of the Re-entry Action Plan (REAP) of the pool of trainers from across the functional divisions and schools; and
  - k. consolidated REAP Reports
6. The Chair shall convene meetings and deliberations of the PMT and shall provide regular feedback to the Head of the Agency.
7. All expenses incurred by the PMT and PMT-TWG shall be charged to Division Funds, adhering to the existing accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is directed.

**CRISTY C. EPE**

Schools Division Superintendent

Encl.: As stated,  
SGOD06/DCA  
FN: Memo\_HRD\_Division PMT



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