



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: January 27, 2023

Division MEMORANDUM

No. 062, s. 2023

**COMPOSITION AND FUNCTIONS OF THE PERFORMANCE MANAGEMENT
 TEAM (PMT) IN THE DISTRICTS AND SCHOOLS**

To : Public Schools District Supervisors/ District In-Charge
 School Heads, Teachers
 This division

1. Pursuant to CSC Circular Memorandum NO. 6, s. 2012 and in conformity with the DepEd Order NO. 2, s. 2015 and the Policy on Results-Based Performance Management System (RPMS) of DepEd Surigao del Sur Division, schools and districts are required to organize their Performance Management Team (PMT) in their respective level of governance.
2. The District Performance Management Team shall be composed of the following:

Chairperson: Public Schools District Supervisor/ District In-Charge

Members: 1 School Principal for Elementary
 1 School Principal for Secondary
 1 Master Teacher for Elementary
 1 Master Teacher for Secondary

Secretariat: Central School Administrative Office II
3. The performance management team members should exercise or adhere to the Equal Opportunity Principle (EOP) with non-discriminatory and non-bias and fair rating of all employees regardless of sex/ gender, age, civil status, religion, race, family background, socio-economic standing, etc.
4. As contained in DO no. 2 s. 2015, the PMT shall have the following functions and responsibilities:
 - i. 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;
 - ii. PMT recommends approval of the office performance commitment and rating of the School Heads.
 - iii. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including of meetings and deliberations and delegation of authority to representatives in case of absence of its members;
 - iv. PMT identifies potential top performers and provides input to the PRAISE Committee for grant of awards and incentives; and
 - v. Secretariat shall set consultation meeting of School Heads for the purpose of discussing the targets set in the office performance commitment and rating form;



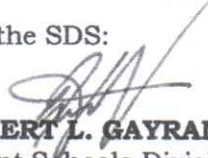


Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

- vi. Acts as appeals body and final arbiter.
5. In line with this, district offices are required to submit their Performance Management Team (PMT) Composition.
 6. In addition, districts and schools are required to submit again the CY 2022 IPCRF/ OPCRf Summary of Ratings duly signed by all members of the Performance Management Team.
 7. The soft copies of the above-mentioned requirements are to be submitted to surigaodelsur.research@deped.gov.ph while the hard copies will be submitted to the Planning and Research Unit on or before February 1, 2023.
 8. Immediate dissemination and strict compliance of this memo is directed.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

By the authority of the SDS:


GILBERT L. GAYRAMA, PhD, CESE
Assistant Schools Division Superintendent

Encl.: None
Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

Performance Management

HR PRIME

UPG//DM- Composition and Functions of the District Performance Management Team.
062/January 27, 2023

