



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

Date: September 28, 2023

Division MEMORANDUM
No. 584, s. **2023**

**UPDATED COMPOSITION AND FUNCTIONS OF THE PERFORMANCE
MANAGEMENT TEAM (PMT)**

To : ASDS/ Chiefs/ Unit Heads
Public Schools District Supervisors/ District In-Charge
School Heads/ All DepEd Employees
This division

1. The office is hereby informed of the updated composition of the Performance Management (PMT) of Surigao del Sur Division for Calendar Year 2023.

Chairperson: **GILBERT L. GAYRAMA, PhD., CESO VI**
Schools Division Superintendent

Vice Chairperson: **FLUELLIN G. COS, PhD.**
Chief -CID

Members: **JOVIXSON B. DALURA**
Planning Officer III

ERLYN G. MANGADLAO
EPS II -HRD

BETHANY I. EVILLA, CPA
Accountant III

EPPIE P. CABRERA
AO IV, Division Budget Officer

SHIRLENE E. CRABAJALES
Administrative Officer V

LOVELEAH ALBARILLO
PSDS Representative

JUNE D. GUERRA
AO -IV, HRMO

Observer: **CARMEN V. JAMORA**
GSP Council Executive

Secretariat: **JOIELYN D. PASCO**
AO -IV, Records Unit/OSDS



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

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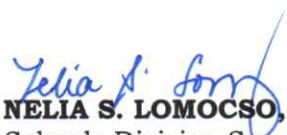


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JHUN CLIFFORD REYNA
ADAS III, CID

GIRLIE C. APAYO
ADAS -III

2. 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.
3. As contained in DepEd Order No. 2, s. 2015, the PMT shall have the following functions and responsibilities:
 - a. sets consultation meeting of all Unit Heads for the purpose of discussing the targets set in the office performance commitment and rating form;
 - b. ensures 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. recommends approval of the office performance of the office performance commitment and rating to the Agency Head;
 - d. acts as appeals body and final arbiter for performance management issues of the agency;
 - e. identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
 - f. adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities including schedule of meeting and deliberations, delegation of authority to representatives in case of absence or its members.
4. Immediate dissemination and strict compliance of this memo is directed.


NELIA S. LOMOCOSO, PhD, CESO V
Schools Division Superintendent

Encl.: None
Reference: As stated

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

HR-PRIME

Performance Management

Policy

ESU//DM- Updated Composition of the Performance Management Team
_____/September 28, 2023



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