



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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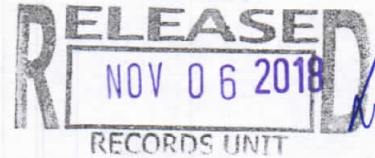
November 5, 2018

DIVISION MEMORANDUM

No. 259, S. 2018

TO: Chief Education Supervisor – CID and SGOD
Elementary and Secondary School Principals
Officers In-Charge
Unit Heads
Public Schools
All Concerned

DIVISION OF CITY SCHOOLS
MARIKINA



**RECONSTITUTION OF SCHOOLS DIVISION OFFICE – MARIKINA CITY
PERFORMANCE MANAGEMENT TEAM (PMT)**

1. Pursuant to DepEd Order No. 2 s. 2015 (Guidelines on the Establishment of the Results-based Performance Monitoring System (RPMS) in the Department of Education, and recognizing the importance to promote morale, efficiency, integration, responsiveness and progressiveness among employees, the Schools Division Office – Marikina City Performance Management Teams are hereby reconstituted as follows:

PERFORMANCE MANAGEMENT TEAM

Chairperson	–	MS. ELISA O. CERVEZA <i>Chief, CID</i>
Members	–	MS. DORIS R. JASME <i>Planning Officer III</i>
	–	MS. IVY T. RUALLO <i>OIC, Accounting Unit</i>
	–	MR. CLARO L. CAPCO <i>Administrative Officer V</i>
	–	MS. NIDA P. ANDRADA <i>Education Program Supervisor</i>
	–	DR. ALBERTO B. MUTIA <i>President, Secondary Principals</i>
	–	MS. JANET S. AMURAO <i>Acting President, Elementary Principals</i>
	–	MR. BIENVENIDO N. CONTAPAY <i>NEU- Division Chapter Representative</i>
	–	MR. BIENVENIDO R. BARZANA <i>President, MCFPST, Inc.</i>
Observer	–	MS. JEANE C. DE LEON <i>Representative, FPTAM</i>
Secretariat	–	MS. ARACELI D. DY <i>Administrative Officer IV - HRMO</i>

Maka-Diyos, Makatao, Makakalikasan at Makabansa



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2. In addition to the Team's core functions, as stipulated in DepEd Order No. 2, s. 2015, they are also expected to:
 - a. Monitor and conduct regular performance review of employees (Semi-Annual and Review);
 - b. Conduct collaboration, deliberation, calibration of the application and other similar undertakings relative to attainment of objectives of a specific key result area, including issuances of PMT internal guidelines and policies within the agency;
 - c. Prepare reports, recommendations and minutes of meetings that are organized to further improve the performance of the employees;
 - d. Set targets, and consistently do monitoring and assessment of the implementation of the performance management system using a simple information system that tracks accomplishment of targets; and
 - e. Recommend to PRAISE exemplary performance of employees for rewards and recognition.
3. Special attention is invited to paragraph 55 of the same DepEd Order.
4. Likewise, School heads are advised to review and submit a copy of their Performance Management Teams (pls. refer to p. 13, DO No. 2, s. 2015) to the Schools Division Office.
5. Immediate and wide dissemination of this Memorandum is desired.


JOEL T. TORRECAMPO

Officer In-Charge
Office of the Schools Division Superintendent