



January 22, 2019

REGIONAL MEMORANDUM

No. 038, s. 2019

COMPOSITION AND FUNCTIONS OF THE PERFORMANCE MANAGEMENT TEAM (PMT)

TO: Schools Division Superintendents
Chiefs of Functional Divisions
This Region

1. This office reiterates the strict adherence and compliance with **DepEd Order No. 2, s. 2015** entitled, *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education*.
2. Below is the composition of the Performance Management Team (PMT) of DepEd Caraga Region,

Chairperson: **DR. FIDELA M. ROSAS, CESO V**
OIC- Assistant Regional Director

Vice - Chairperson: **ISIDRO M. BIOL, PhD**
Chief, Curriculum and Learning Management Division

Members: **MARILYN F. ANTIQUINA**
OIC Chief, Policy, Planning and Research Division

FLORDELISA R. DALIN, EdD
Chief, Human Resource Development Division

FE L. ALEGADO
Chief, Finance Division

RAUL L. OROZCO
Chief, Administrative Division

CAROLINE L. GUERTA, PhD
EPS, Policy Planning and Research Division

ARSENIO T. CORNITES, CESO V
SDS, Agusan del Norte / PASS President

ATTY. JOSE B. GUIBONE
Legal Officer IV





SHERYL R. PUYO
AO V, HRMO

Observer: **MISS THELMA C. VILLANUEVA**
GSP - Agusan Council

Secretariat: **MARLYNE M. VILLAREAL**
EPS, Human Resource Development Division

VIOLETA C. NUÑEZ
EPS, Human Resource Development Division

ROY S. RELE
EP Specialist II, HRDD

ZENYLOU I. FRIAS
EP Specialist II, HRDD

CRISTABELLE R. JAGUIT
Administrative Assistant VI

MARY CHRISTINE A. ODTOJAN
AO IV, Personnel Unit

FE M. BARING
TCE II

3. As contained in **DO no. 2, s. 2015**, the PMT shall have the following functions and responsibilities:
- i. Planning Office 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 to the Regional Director;
 - 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. Personnel Division 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 all Division Chiefs for the purpose of discussing the targets set in the office performance commitment and rating form;
 - vi. Acts as appeals body and final arbiter.





4. Policy, Planning and Research Division (PPRD) shall:

- i. conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding performance period with concerned Heads of Offices; (This shall include participation of the Financial Office as regards budget utilization.)
- ii. monitor and evaluates the submission of OPCRf and schedule the review/evaluation of the Office Commitments by the PMT at each level before the start of a performance period;
- iii. consolidate, review, validate and evaluate the initial performance assessment of the Division Chiefs based on reported Office accomplishments against the success indicators, and the allotted budget against the actual expenses; (The result of the assessment shall be the basis of PMT's recommendation to the Regional Director who shall determine the final rating); and
- iv. provide each Office with the final Office Assessment to serve as basis for offices in the assessment of individual staff members.

5. Human Resource Development Division (HRDD) shall:

- i. monitor submission of IPCRF by Division Chiefs;
- ii. review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Regional Director;
- iii. provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
- iv. coordinate development interventions that will form part of the HR Plan.

6. For information, guidance and compliance.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director 

Incls : None
Reference: DepEd Order No. 2, s. 2015
CSC Memo Circular No. 6, s. 2012

To be indicated in the PERPETUAL INDEX under the following subjects:

Performance Management System

PRIME-HRM

Quality Assurance

HRDD/mmv
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