

Division MEMORANDUM
No. , 66 s. 2020

RECONSTITUTION OF THE PERFORMANCE MANAGEMENT TEAM (PMT)

To : Assistant Schools Division Superintendent
Chief, School Governance and Operations Division (SGOD)
Chief, Curriculum Implementation Division
Division Planning Officer
Division Accountant
Administrative Officer V Admin.
Administrative Office IV Personnel
President, PESPA
President, DAPSSHI
President, TACIDETERA

1. Pursuant to DepEd Order No. 2, s. 2015, the Performance Management Team (PMT) is hereby created to compose the following:

Chairperson	-	ROSEMARIE T. MACESAR Assistant Schools Division Superintendent
Vice Chairperson	-	CARMELITA A. JUBAY Chief EPS, CID
	-	MYRNA T. REGIDOR Chief EPS, SGOD
Regular Member	-	DOROTHY P. NERI Division Planning Officer III
	-	ANNA DAPHNE C. MUGAR Division Accountant III
	-	MARGISSA T. AMEN Chief, Administrative Officer V (Admin)
	-	SHEILDON F. HONCULADA PESPA President
	-	MYRNA T. BARBON DAPSSHI President
	-	LORNA C. PEÑONAL TACIDETERA President
Federated	-	SUSAN M. LATA FPTA President
Secretariat	-	BRIDE JOY M. CANDANO EPS II

2. Attached are the specified Functions of the Performance Management Team (PMT).





The PMT shall have the following functions and responsibilities:

1. The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
2. The 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;
3. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
4. BHROD/Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
5. PMT adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members.

THE PLANNING OFFICE SHALL:

1. 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 rating period with concerned Heads of Offices; (This shall include participation of the Financial Office as regards budget utilization.)
2. Monitor and evaluates the submission of OPCRf and schedule the review/evaluation of Office Commitments by the PMT at each level before the start of a performance period;
3. Consolidate, review, validate and evaluate the initial performance assessment of the Heads of Offices 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 Head of Agency who shall determine the final Office rating.) and
4. Provide each Office with the Final Office Assessment to serve as basis of offices in the assessment of individual staff members.





THE HUMAN RESOURCE DEVELOPMENT DIVISION SHALL:

1. Monitor submission of IPCRF by heads of offices;
2. Review the Summary List of Individual Performance Rating to ensure that the performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;
3. Provide analytical data on retention, skill/competency gaps, and talent development plans that align with strategic plans; and
4. Coordinate development interventions that will form part of the HR Plan.

THE HEAD OF OFFICE, INCLUDING DESIGNATED OFFICIALS, IN AN ACTING OR OFFICER-IN CHARGE (OIC) CAPACITY, SHALL:

1. Assumes primary responsibility for performance management in his/her Office;
2. Conduct strategic planning session with the supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submits the Office Performance Commitment and Review Form to the Planning Office;
3. Review and approve individual employee's Performance Commitment and Review Form for submission to the HRM Office/Personnel Office before the start of the performance period;
4. Submit a quarterly accomplishment report to the Planning Office based on the PMS calendar;
5. Initially assess the office's performance using the approved Office Performance Commitment and Review Form;
6. Determine final assessment of performance level of the individual employees in his/her office based on proof of performance;
7. Inform employees of the final rating and identified necessary interventions to employees based on the assessment of developmental need;
8. Recommend and discuss a development plan with the subordinates who obtain Unsatisfactory performance during the rating period not later than one month after the end of the said period and prepares written performance not earlier than the third notice/advice to subordinates that a succeeding Unsatisfactory performance shall warrant administrative action; and
9. Provide preliminary rating to subordinates showing Poor performance not earlier than the third month of the rating period. A development plan shall be discussed with the concerned subordinate and issue a written notice than failure to improve their performance shall warrant administrative action.

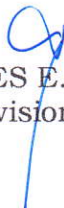


THE SECTION CHIEF/UNIT HEAD OR EQUIVALENT SHALL:

1. Assume joint responsibility with the head of office ensuring attainment of performance objectives and targets;
2. Rationalize distribution of targets/tasks;
3. Monitor closely the status of the performance of their subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/Unit and individual employee;
4. Assess individual employees' performance; and
5. Recommend developmental intervention.

The INDIVIDUAL EMPLOYEES shall act as partners of management and their co-employees in meeting organizational performance goals.

3. Immediate and wide dissemination of this Memorandum is desired.


AGUSTINES E. CEPE, CESO V
Schools Division Superintendent
