



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

19 February 2024

DIVISION MEMORANDUM
No. 17, s. 2024

**UPDATED COMPOSITION OF THE DIVISION
PERFORMANCE MANAGEMENT TEAM**

To: Assistant Schools Division Superintendent
Curriculum and Implementation Division
Schools Governance and Operations Division
Section Heads
School Heads
All Others Concerned

1. In relation to the assumption to duty of Dr. Jun-Nilou D. Dulfo as the OIC-Assistant Schools Division Superintendent, this division, this office updates the composition of the Division Performance Management Team (DPMT) as follows:

Dr. Jun-Nilou D. Dulfo
OIC- Assistant Schools
Division Superintendent
Chairperson

Education Program
Supervisor
Member

Ma. Marlie M. Mendoza
Planning Officer III
Member

Milaner R. Oyo-a
Principal II/NAPSSHI
Representative
Member

**Sheryll Ann Marie G.
Lacaba**
Accountant III
Member

Dioleriano Y. Cacaït, Jr.
Principal II/ PESPA
Representative
Member

Grace S. Pagunsan
Administrative Officer V
Member

Jaime C. Millamis
Assoc. of Elem. Teachers
Member

Lourdes L. Matan

**Sunshine Marjorie E.
Ventures**
Budget Officer/NEU
President



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Member

Teodoro A. Amatoso
PTA Federation
Representative

Member

Administrative Office
Secretariat

2. The PMT shall have the following functions and responsibilities:
 - a. 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.
 - b. 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;
 - c. PMT recommends approval of the office performance commitment and rating to the Head of Agency;
 - d. Personnel Division identifies top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
 - e. PMT adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities including the schedule of meetings and deliberation and delegation of authority to representatives in case of its members
3. Public Elementary and Secondary Schools are also advised to establish their School Level Performance Management Team based on the guidelines set in DepEd Order No. 02, s. 2015 titled "Guidelines on the Establishment and Implementation of Results-Based Performance Management System in the Department of Education."
4. Immediate dissemination and implementation of this memorandum is directed.

MARGARITO A. CADAYONA, JR., PhD., CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.: None

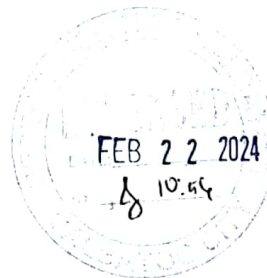
Reference: None

To indicated in the Perpetual Index

Under the following subjects:

ASSIGNMENT/REASSIGNMENT
OFFICIALS POSITIONS

OSDS-004/February 20, 2024



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