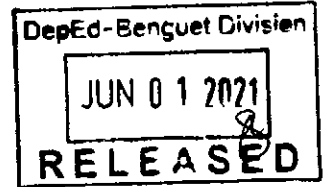




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



March 7, 2021

**DIVISION MEMORANDUM**

No. 194 s. 2021

**Subject: Organization of Performance Management Team (PMT) and Grievance Committee on the implementation of Performance Based Management (RPMS) in School**

**To: Public Schools District Supervisor  
Coordinating Principals  
All School Heads**

1. Pursuant to CSC MC No. 3 s. 2012 entitled "Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM)" and ng with the provisions on the Establishments and Implementation of the Results-Based Performance Management (RPMS) in the Department of Education, the field is hereby ordered to **Organize their Performance Management Team (PMT) and Grievance Committee on the implementation of Performance Based Management (RPMS) in School.**
2. Composition of School PMT shall be:
  - Chairman: School Head
  - Members: 1 Master Teacher (In the case of schools with MTs, for big schools with 2 or more MTs and with head/subject heads, get 2 or 3 MTs/HTs as Member)  
1 Teacher Representative  
1 Non-Teaching Representative (preferably AO, if there is)  
1 Representative from school planning team  
PTA President  
1 Secretariat
3. Composition of School Grievance shall be:
  - Chairperson: ASDS
  - Members: AO/HRMO  
PSDS/CP  
School Head  
Master Teacher/Subject Head Teacher  
PTA President



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4. The PMT shall have the following functions and responsibilities:
  - a. The secretariat sets consultation meeting of all the members for the purpose of discussing targets set in the office performance commitment and rating form and individual performance commitment and rating form.
  - b. The team shall see to it that the Office performance targets and measure, as well as the budget are aligned with the KRAs to help in the achievement of the agency's targets.
  - c. PMT recommends approval of the Office Performance Commitment Rating to the Approving Authority/ies.
  - d. PMT shall recommend the potential top performance and provide inputs to School PRAISE for grant of awards and recognition.
  - e. 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.
5. The Grievance Committee shall act as Appeals Board on all issues relating to the implementation of RPMS.
6. For information, guidance and strict compliance

**GLORIA B. BUYA-AO**  
Schools Division Superintendent



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