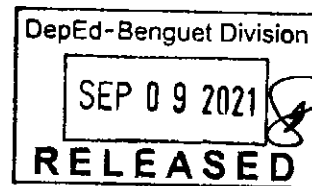




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

September 1, 2021

DIVISION MEMORANDUM
No. 352, S2021



TO: All Division Personnel
All Public Schools District Supervisors
All Elementary and Secondary School Heads
All Others Concerned

REORGANIZATION OF THE DIVISION PERFORMANCE MANAGEMENT COMMITTEE (DPMC)

1. Pursuant to DepEd Order No. 2, s.2015, re: Guidelines on the Establishment and Implementation of the Result-Based Performance Management System in the Department of Education” specifically Sec. VII-B, item 60, the following shall compose the Division Performance Management Committee (DPMC) to wit:

Chairperson: Carmel F. Meris
OIC-Office of the ASDS

Members: Lucio B. Alawas, CES-SGOD
Rizalyn A. Guznian, CES-CID
Jeanette I. Kiong, Planning Officer III
Florinda C. Pagoy, Accountant III
Glenn N. Duguis, AO V
Merlyn Conchita O. De Guzman, EPS-CID
Susan CJ Dawang, AO IV
Daniel D. Peredo, NAPSSHI President
Johnson B. Legaspi, PESPA President
Marcelino S. Baldo, BPSTE A President
Francisco V. Bagul-lo, Jr., NEU Representative

Observer: Jerahmeel B. Lasegan, PTA Federation President

Secretariat: Maricel S. Codimdim, AO III
Elvernice S. Fanged, EPS II – HRD
Genevieve A. Yog-a, Admin Asst. II



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2. The PMC shall have the following functions and responsibilities:

- i. The Secretariat shall set consultation meeting of all Division Chiefs for the purpose of discussing the targets set in the performance commitment and rating form,
- ii. The Planning Officer shall ensure that Office Performance Targets and Measures, as well as budget are aligned with those of the agency and that work distribution of Offices / Units is rationalized,
- iii. The PMC recommends approval of the office performance commitment and rating to the Schools Division Superintendent,
- iv. The Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives,
- v. The PMC adopts its own internal rules, procedures, and strategies in carrying out of the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members, and
- vi. Acts as appeals body and final arbiter.

3. The Policy, Planning and Research Division 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 rating 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 OPCR and schedule the review / evaluation of the Office Commitments by the PMC 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



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assessment shall be the basis of PMC's recommendation to the Head of Office who shall determine the final rating.), and

- iv. Provide each Office the final Office Assessment to serve as basis for offices in the assessment of individual staff members.
4. The Human Resource Development Division 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 PMC and approved by the Head of Office,
 - 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.
5. The Head of Office, including designated officials, in an acting or officer-in-charge (OIC) capacity shall:
- i. Assumes primary responsibility for performance management in his / her Office,
 - ii. 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,
 - iii. 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,
 - iv. Submit a quarterly accomplishment report to the Planning Office and School Management and Monitoring Evaluation Section (SMME) based on the PMS calendar,



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- v. Initially assess the offices' performance using the approved Office Performance Commitment and Review Form,
 - vi. Determine final assessment of performance level of the individual employees in his / her office based on proof of performance.
 - vii. Inform employees of the final rating, rater-ratee discussion and identified necessary interventions to employees based on the assessment of developmental need,
 - viii. 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
 - ix. 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 that failure to improve their performance shall warrant administrative action.
6. The Section Chief / Unit Head or Equivalent shall:
- i. Assume joint responsibility with the head of office ensuring attainment of performance objectives and targets,
 - ii. Rationalize distribution of targets / tasks,
 - iii. 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, and
 - iv. Recommend developmental intervention.
7. The individual employees shall act as partners of management and their co-employees in meeting organizational performance goals.



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- i. Checks if the target indicated is being met,
 - ii. Provide inputs in the enhancement of support materials such as the policies, guidelines, and processes,
 - iii. Ensure timely accomplishment of each phase of the OPCRf and IPCRF through the issuance of bulletin alerts, and
 - iv. Coordinate and catalyze implementation of the OPCRf and IPCRF in their focus section / unit.