



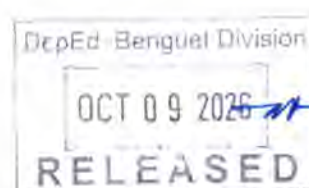
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

09 October 2026

DIVISION MEMORANDUM
No. 427, s. 2026

**DESIGNATION AND COMPOSITION OF THE SCHOOLS DIVISION OFFICE
PERFORMANCE MANAGEMENT TEAM (SDO PMT)
FOR THE IMPLEMENTATION OF THE
PERFROMANCE-BASED BONUS (PBB)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned



1. In line with DepEd Order No. 007, s. 2021, entitled *Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials*, the Schools Division Office of Benguet hereby designates and constitutes the Schools Division Office Performance Management Team (SDO PMT) to oversee compliance with the requirements for the grant of the Performance-Based Bonus (PBB).
2. The SDO PMT shall ensure the proper implementation of the PBB guidelines, facilitate the evaluation of performance-related requirements, and supervise the compliance of schools under the jurisdiction of the Schools Division Office of Benguet, in coordination with the Regional Office Performance Management Team.
3. Pursuant to Item 39 of DepEd Order No. 007, s. 2021, the SDO PMT shall be composed of the following:

Chairperson	Assistant Schools Division Superintendent
Members	Division Planning Office
	Accountant III
	Administrative Officer V – Budget
	Administrative Officer V – Admin
	Chief Education Program Supervisor, School Governance and Operations Division (SGOD)
	Chief Education Program Supervisor, Curriculum Implementation Division (CID)

	One (1) DepEd National Employees' Union (NEU)-SDO Chapter Representative
Secretariat	Administrative Section – Personnel Unit
	Administrative Officer II (one per district to be assigned by the PSDS)

4. The SDO PMT shall perform the following functions and responsibilities in accordance with DepEd Order No. 007, s. 2021:

- a. **Ensure compliance with PBB requirements.** Monitor the compliance of the Schools Division Office of Benguet and supervise the compliance of schools under its jurisdiction with the applicable requirements for the grant of the PBB.
- b. **Disseminate information and conduct orientation.** Provide clear information to division personnel and technical assistance to schools regarding the purpose, eligibility criteria, documentary requirements, evaluation procedures, and other applicable guidelines on the grant of the PBB.
- c. **Gather and validate supporting documents.** Collect the necessary data, information, and documentary evidence for performance review and evaluation and ensure that all submitted documents are accurate, complete, reliable, and properly supported.
- d. **Monitor performance review and evaluation.** Oversee the submission and consolidation of required performance review and evaluation reports from the SDO and schools, ensuring compliance with prescribed timelines and reporting procedures.
- e. **Submit reports to the Regional Office.** Regularly report to the Regional Office Performance Management Team (RO PMT) the status of compliance and performance review and evaluation, including issues, concerns, and actions taken. Proper documentation shall be maintained for submission to the appropriate office.
- f. **Address inquiries and clarifications.** Respond to questions and concerns regarding the implementation of the PBB within the Division and coordinate with the RO PMT whenever further clarification or technical assistance is necessary.
- g. **Act on appeals concerning individual eligibility.** Serve as the initial deciding authority on appeals involving individual eligibility for the grant of the PBB within the Schools Division Office and schools under its jurisdiction, subject to the applicable guidelines and established appeal procedures.
- h. **Establish a feedback mechanism.** Ensure that the results of performance review and evaluation are communicated to concerned personnel and discussed with management. The findings shall be used to identify areas for improvement and strengthen future performance and planning.
- i. **Maintain proper documentation and records.** Keep organized records of submitted reports, supporting documents, meeting minutes, deliberations, communications, and other relevant PBB-related transactions for monitoring, verification, and audit purposes.

- j. **Adopt internal procedures.** Establish appropriate internal rules, procedures, and working arrangements to facilitate the timely and effective performance of the team's responsibilities, consistent with existing DepEd policies and issuances.
5. All concerned division personnel and school heads are directed to provide the necessary cooperation and submit the required information and documents within the prescribed timelines. The SDO PMT shall coordinate with school-level focal persons and the RO PMT to address implementation concerns and ensure the orderly processing of PBB-related requirements.
 6. This Memorandum shall take effect immediately upon issuance and shall remain in force unless amended, revoked, or superseded by subsequent DepEd issuances.
 7. For information, guidance, and strict compliance.

	CARMEL F. MERIS	
	OIC-Schools	Division
Superintendent		
	For the OIC- Schools Division	
	Superintendent	
	sgd	
	NOVER KEITHLEY S. MENTE	
	OIC-Assistant Schools Division	
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