



Republic of the Philippines
DIVISION OF CAMARINES SUR

Region V

DIVISION OF CAMARINES SUR

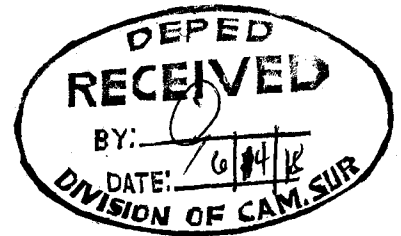
Freedom Sports Complex, San Jose, Pili, Camarines Sur



June 14, 2018

DIVISION MEMORANDUM

NO. 168 s. 2018



MEMORANDUM TO: Assistant Schools Division Superintendent
Chief, CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Chiefs
All Other Concerned

In keeping with the provisions of DepED Order No. 53, s. 2017 *"Guidelines on the Grant of the Performance Based Bonus (PBB) for the Department of Education Employees and Officials for Fiscal Year 2016,"* may we please inform you of the creation of the following composition of the Schools Division Office Performance Management Team (SDO PMT):

Chairperson: Dr. Susan S. Collano, Assistant Schools Division Superintendent
(SECONDARY SCHOOLS)

Dr. Cecille C. Ferro, Assistant Schools Division Superintendent
ELEMENTARY

Members: Dr. Dolores Q. Mapusao, Assistant Schools Division Superintendent
Mr. Sueno S. Luzada, Chief, SGOD
Dr. Lita T. Mijares, Chief CID
Mrs. Gina A. Valenciano, Administrative Officer V
Ms. Raquel A. Papa, Planning Officer
Mrs. Gerlie Canas, Accountant III
Mr. Elmer V. Tena, Budget Officer II
Mrs. Agnes Cordial, President PESPA
Mr. Crispin Adayo, President NAPSSPHIL/NAPSSHI
Dr. Cyril Salazar, President, CASESTEA
Mr. Arnel Verona, President, NEU – Cam. Sur Chapter

Secretariat for the SDO PMT:

Mrs. Maria Divina H. Calleja, OIC - HRMO
Mr. Felipe A. Nebrea, IT Officer
Mr. Ricardo C. Perez, IT Specialist
Ms. Jezalene Joy Albesa, IT Specialist
Mr. Jason N. Bequilla, IT Specialist

All members of the PMT shall have an assigned Alternate Member.

ONE Vision and Mission
ONE Camarines Sur Division
ONE Goal: Quality Education

Functions:

1. The SDO PMT is in charge of the compliance of the SDO
2. Supervision over the compliance of schools under their jurisdiction, to requirements for the grant of the PBB, and
3. Reporting compliance to the RO PMT.
4. They shall be responsible for the information dissemination and conduct of orientation activities in the Schools Division Office,
5. Provision of Technical Assistance for the information dissemination and conduct of orientation activities in the schools under their jurisdiction; specifically, on the rationale, criteria, and process for the grant of PBB.
6. They shall gather necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
7. The SDO PMT shall regularly report to the RO PMT, the status of performance review and evaluation and discuss pressing issues and concerns.
8. Documentation thereof is required for onward submission to the RO PMT.
9. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction; and
10. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the Schools Division Office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
11. They shall be the initial deciding authority in the Schools Division Office regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under their jurisdiction, regarding appeals of individual eligibility for the grant of the PBB.
12. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

To further uphold the provisions of the guidelines, the **School Performance Management Team** should be created, for the following purposes, **to be submitted to the Schools Division Office in hard copies to the Personnel Unit c/o Ms. Maria Divina H. Calleja, OIC-HRMO and the soft copy be sent to: www.pbb.depedcamsur.dx.am on or before June 18, 2018, to be forwarded to the Regional/Central Office as required.**

The School PMT shall be comprised of the following:

The chairperson shall be the School Head.

The membership shall include one Head Teacher or Master Teacher with supervisory function (if any);

The President of the Parent Teacher Association,
the President of the School Governing Council; and

One (1) representative of an Accredited Union in the Schools Division Office

- **All members of the PMT shall have an assigned Alternate Member**

Tasks:

1. The School PMT shall be in charge of the compliance of the School to requirements for the grant of the PBB, and reporting compliance to the SDO PMT.

2. They shall be responsible for the information dissemination and conduct of orientation activities in the school, specifically on the rationale, criteria, and process for the grant of PBB.
3. They shall gather the necessary data, information and/or documents to be used as bases for performance review and evaluation, and ensure reliability, completeness, and correctness of these data, information and/or documents.
4. The School PMT shall regularly report to the SDO PMT, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT.
5. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
6. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the school, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
7. They shall be the initial deciding authority in the school regarding appeals of individual eligibility for the grant of the PBB.
8. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

For widest dissemination.

For: 
CECILLE BERNADETTE P. RIVERA, CESO V
Schools Division Superintendent

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