



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

MAR 13 2025

**MEMORANDUM**

No. **126**, s. 2025

**RECONSTITUTED SCHOOLS DIVISION OFFICE MUNTINLUPA PERFORMANCE  
MANAGEMENT TEAM (SDO-PMT)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In accordance with DepEd Order No. 002 s. 2015 titled "Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS) in the Department of Education", this division announces the reconstituted Schools Division Office Muntinlupa Performance Management Team (SDO-PMT).

Composition of the Reconstituted Schools Division Office  
Performance Management Team (SDO-PMT)

Chairperson	<b>DR. LILIA A. RICERO</b> OIC-Schools Division Superintendent
Members	<b>DR. FLORANTE C. MARMETO</b> Chief Education Supervisor, CID
	<b>MS. MA. REGAELE A. OLARTE</b> OIC-Chief Education Supervisor, SGOD
	<b>MS. NOEMI A. VALDEZ</b> Administrative Officer V
	<b>MR. JOSEPH D. NILO</b> Planning Officer III
	<b>ATTY. ERNESS FAITH R. ESPANTO</b> Legal Officer III
	<b>MS. VIRMA U. AMISTOSO</b> Budget Officer
	<b>MR. ARSENIO MEDENILLA</b> MUNFEST President
Secretariat	<b>MS. IVY M. ROMANO</b> SEPS-HRD
Observers	<b>MR. HILARIO G. CANASA</b> School Head <b>DR. ADOR B. QUERUBIN</b> School Head

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2. The roles and responsibilities of the SDO PMT shall include the following:
  - a. Lead in defining and reviewing the alignment of the SDO Office Performance to Regional Performance Targets and Indicators long-term and medium-term plans, organizational outcome, strategic priorities and other performance framework
  - b. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for grant of the PBB.
  - c. Set consultation meetings with school heads and DPMT to discuss target set in OPCRf of the SDS and Regional Director.
  - d. Ensure proper cascading of the PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale, criteria, and process for the grant of PBB. RPMS guidelines anchored on the agency mandate, strategic plans and professional standards.
  - e. 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.
  - f. Regularly report to SDO PMT the status of performance review and evaluation and discuss solution for pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT Lead.
  - g. Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction.
  - h. Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and that the results are used as a tool in strategic planning and encouraging better performance in the future;
  - i. Act as initial deciding authority at the division level regarding appeals of individual eligibility for the grant of the PBB: and recommend the approval of the OPCRf /IPCRf and ratings to the SDO Regional Director and SDS respectively.
  - j. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
  - k. Identify Potential Top Performance Potential and provide inputs to the Rewards and Recognition (R&R) pillars for inclusion in the program on the Awards and Incentives for Service Excellence (PRAISE) committee for the grant of awards and incentives. The potential Top Performance are those personnel who have gained an Outstanding rating on the OPCRf/IPCRf.

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1. Propose a harmonized calendar for RPMS activities in coordination with SDO and School-PMT.

m. Act as a body to discuss and resolve performance management issues with the SDO and those not resolved and elevated by the School-PMT as stipulated in Section XI of DO no. 2, s. 2015 and other subsequent issuances, if any.

n. Create as internal rules, procedures and process flow in carrying out the following:

13.1 Conduct of meetings and deliberations

13.2 Delegation of authority to representations in case of the absence of its members

o. Comply with the Equal Opportunity Principle (EOP) in all HR Systems. SDOPMT and SPMT shall acknowledge the right of all personnel to be trusted equitably and commit to providing consistent, merit-based performance management practices regardless of age, gender, preference, civil status, disability, religion, ethnicity or political implication of all employees to achieve full potential.

3. Schools are also directed to create its own School Performance Management Team (S-PMT) with the following composition: Chair: School Head; Members: Four (4) Master Teachers/Head Teachers; One (1) Representative from the School Planning Team; One (1) Administrative Officer/ Representative from Non-Teaching Personnel; One (1) Representative from the Teacher Association.

4. The submission of the SPMT Composition for SY 2024-2025 will be on or before **March 28, 2025**, addressed to the chair of the SDO-PMT Dr. Lilia A. Ricero, OIC-Assistant Schools Division Superintendent.

5. Immediate and wide dissemination of this Memorandum is desired

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
Under the following subjects

COMMITTEES

PERFORMANCE

AFS/ RECONSTITUTED SCHOOLS DIVISION OFFICE MUNTINLUPA PERFORMANCE MANAGEMENT TEAM (SDO-PMT) FOR 2025-2026

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