



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 09 2025

**MEMORANDUM**  
No. 515, s. 2025

**RECONSTITUTION OF SCHOOLS DIVISION OFFICE MUNTINLUPA PERFORMANCE  
MANAGEMENT TEAM (SDO-PMT) FOR PERFORMANCE-BASED BONUS (PBB)**

To: 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  
Administrative Officer V  
All Others Concerned

1. Pursuant to the **DepEd Order No. 007, s. 2021**, titled, **Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials**, this Office announces the reconstitution of the Schools Division Office Muntinlupa Performance Management Team (SDO-PMT) designated for the Performance-Based Bonus (PBB) to wit:

Chairperson: **Dr. LILIA A. RICERO**  
Assistant Schools Division Superintendent

Members: **Mr. JOSEPH D. NILO**  
Division Planning Officer

**Ms. KARINA E. MEDINA**  
Division Accountant

**Ms. NOEMI A. VALDEZ**  
Administrative Officer V

**Ms. MA. REGAELE A. OLARTE**  
Education Program Supervisor  
OIC-Chief  
Education Supervisor, SGOD

**Dr. FLORANTE C. MARMETO**  
Chief Education Supervisor  
Curriculum Implementation Division

**Atty. ERNESS FAITH J. REGACHO-ESPANTO**  
Attorney III  
President, NEU Muntinlupa

Secretariat: **Ms. ANGELA M. FRANCISCO**  
Administrative Officer IV-HRMO

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NUM-2025-515



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)


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2. The roles and responsibilities of the SDO PMT shall include the following:
  - a. Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB;
  - b. Regularly report to the SDO PMT the status of compliance with school level reports and requirements on agency eligibility;
  - c. 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;
  - d. 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;
  - e. Regularly reports to the SDO PMT the status of performance review and evaluation and discussed with all personnel at the school, and that the results are used as a tool in strategic planning encouraging better performance in the future;
  - f. Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
  - g. Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
3. Immediate and wide dissemination of this memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated.  
Reference. DO 007, s. 2021  
To be indicated in the Perpetual of Index  
under the following subjects:

PERFORMANCE-BASED BONUS

SHB/DM-SUBMISSION OF FY 2023 PERFORMANCE-BASED BONUS (PBB)  
515/October 3, 2025

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)