



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 03 2026

MEMORANDUM

No. 098, s. 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
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 of Muntinlupa Performance Management Team (SDO-PMT), as follows:

Chairperson	DR. LILIA A. RICERO Asst. Schools Division Superintendent
Members	DR. MARISSA M. ANDANZA Education Program Supervisor
	MS. NOEMI A. VALDEZ Administrative Officer V
	MS. KARINA MEDINA Division Accountant
	MR. JOSEPH D. NILO Planning Officer III
	MR. HILARIO G. CANASA President, PESPA
	DR. ADOR B. QUERUBIN President, NASSPHIL
	MR. OWEN EARL D. BAUTISTA President, MUNFEST
	ATTY. ERNESS FAITH REGACHO-ESPANTO President, NEU
	Secretariat
Observer	PTA FEDERATION PRESIDENT

2. The roles and responsibilities of the SDO PMT shall include the following:
- 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.
- l. 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: Principal

Members: Four (4) Master Teachers/Head Teachers

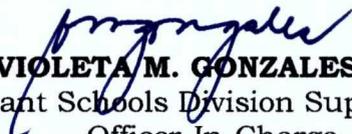
One (1) Representative from the School Planning Team

One (1) Administrative Officer/ Representative from non-teaching group

One (1) Representative from the Teacher Association

4. The submission of the SPMT Composition will be on or before **March 13, 2026**, addressed to the Chair of the SDO-PMT, Dr. Lilia A. Ricero, Assistant Schools Division Superintendent.

5. 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

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

COMMITTEES

PERFORMANCE

EVALUATION

IMR/ RECONSTITUTED SCHOOLS DIVISION OFFICE MUNTINLUPA PERFORMANCE MANAGEMENT TEAM (SDO-PMT) FOR 2025-2026
098 February 27, 2026