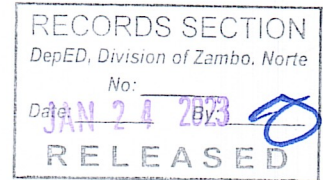




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



January 24, 2023

Division Memorandum
No. 25, s. 2023

**Corrigendum to Division Memorandum No. 357, s. 2022 titled
“Composition of the RPMS Performance Management Team (PMT)
and Grievance Committee”**

**TO: Assistant Schools Division Superintendents
Chief Education Supervisors and Education Program Supervisors
PSDSs and PICDs
School Heads, Public Elementary and Secondary Schools
Teaching, Teaching- Related and Non-Teaching Personnel
All Others Concerned**

1. In reference to Division Memorandum no. 357 s. 2022 titled “*Composition of the RPMS Performance Management Team (PMT) and Grievance Committee*”, the following are the additional functions of the PMT to further align the performance management endeavors of the Schools Division of Zamboanga del Norte to the existing policies and guidelines:
 - a. Acts as Appeals body and final arbiter for performance management issues of the agency.
 - b. In situations wherein exceptional cases arise, the PMT shall be responsible in the determination of the need for recalibration.
 - c. Adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities including schedule of meetings and deliberations, and delegation of authority to representatives in case of absence of its members.
 - d. The PMT shall be the recommending body for the grant of step increment for meritorious performance in any given year. The maximum number of employees that may be granted Step Increment/s Due to Meritorious Performance in any given year shall be limited to five percent (5%) of all incumbent officials and employees in the Schools Division of Zamboanga del Norte. It shall also adopt the provision articulated in 5.1.2 of CSC-DBM JC No. 1, s. 2012.
 - e. The Division Performance Management Team (PMT) is likewise responsible for the implementation of the provisions stipulated in Division Memorandum No. 23, s. 2023 titled “Division Isolation Guidelines for Performance- Based Bonus (PBB) Grant”.
2. Widest and immediate dissemination of this memorandum is desired.

VIRGILIO P. BATAN JR. CESO VI
Schools Division Superintendent

Reference/s:

DepEd Order No. 2, s. 2015
CSC Memorandum Circular No. 6 s. 2012

PMTekbsl/CorrigendumtoDM357s2022/DM002-2023/012423



Address: Capitol Drive, Estaka, Dipolog City 7100
Email: zn.division@deped.gov.ph
FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843
Website: www.depedzn.net