



Republic of the Philippines
Department of Education

REGION IX
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
 DepED, Division of Zambo. Norte
 No: 2024
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RELEASED

Office of the Schools Division Superintendent

February 13, 2024

Division Memorandum
 No. 96, s. 2024

Validation of Outstanding Rating in the Schools and Division Offices

TO: EXECOM
Education Program Supervisors
Public Schools District Supervisors
School Heads / Principal
Division Unit Heads
Division Rank and File Personnel
This Division

- Pursuant to DO 02, s. 2015 – Results-based Performance Management System – section 55 the Performance Management Team (PMT) at each level is mandated to validate the *Outstanding Performance Ratings* and shall recommend employees for performance-based rewards. Performance ratings shall be used as basis for promotion, training and scholarship grants and other personnel actions.

Employees with Outstanding and Very Satisfactory Performance Ratings shall be considered for the above-mentioned personnel actions.

The Composition of the Performance Management Team (PMT)

Figure 1

Division PMT	School PMT
<p>Chair: ASDS (most senior in terms of tenure as ASDS)</p> <p>Members: Planning Officer III Accountant III Administrative Officer One (1) Education Program Supervisor One (1) Principals' Rep. Elementary (PESPA) One (1) Principals' Rep. Secondary (NAPSSHI/NAPSSPHIL) One (1) Rep. from the Teacher Association for Elementary One (1) NEU-Division Chapter Representative</p>	<p>Chair: Principal-elect (Election of school representatives shall follow the clustering of schools per district)</p> <p>Members: Four (4) Master Teacher/Head Teacher One (1) Rep. from the School Planning Team One (1) Admin. Officer/Rep. from non-teaching group One (1) Rep. from the teacher association</p> <p>Observer: One (1) PTA Rep.</p>





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Observer: One (1) PTA Division Federation Rep.	Secretariat: Administrative Office
Secretariat: Administrative Office	

2. The PMT shall have the following functions and responsibilities:
 - a. The Secretariat at each level sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form.
 - b. The Planning Office shall ensure that the Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of Offices/ Units is rationalized;
 - c. PMT recommends approval of the office performance commitment and rating to the Head of Agency
 - d. Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and
 - e. PMT 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.
3. The School PMT led by the Cluster Heads shall ensure the composition of the rest of its membership in accordance to the positions identified in figure 1 and the minutes in the January 24, 2024 meeting of the DO PMT members and identified Cluster Heads.
4. The validation of outstanding ratings for teaching, teaching-related, and non-teaching personnel shall start on February 14 and end on February 23, 2024 which shall be conducted in the Schools for School-based personnel and in the Division for Division-based personnel. The concerned schools **shall not** suspend its classes, and **shall not** spend for the meals and other expenses of the School PMT, albeit it shall only prepare the venue for the validation.
5. The identified personnel to undergo the validation are found and grouped in this link depedzn.net/link/d388c5 and shall prepare their OPCR/IPCRRF with corresponding MOVs.
6. Participants' incidental and travel expenses shall be charged to division local funds in accordance to accounting and auditing rules.
7. Widest dissemination and compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO V
 Schools Division Superintendent

Classification: Performance Management
 HRDSrip/PM/02/13/2024



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