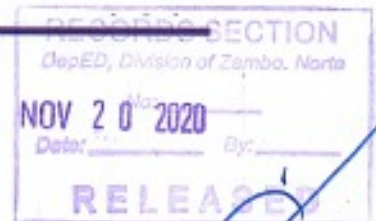




Republic of the Philippines  
 Department of Education  
 Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**



Division Memorandum No. 330, S. 2020

To: Assistant Schools Division Superintendents  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Elementary and Secondary School Heads  
 Section/Unit Heads  
 All Others Concerned

From:  **MA. LIZA R. TABILON EdD, CESO V**  
 Schools Division Superintendent

Subject: Reconstitution of SDO Performance Management Team for 2019 PBB

Date: November 19, 2020

1. Pursuant to the provisions of DepEd Order No. 28 S. 2019 (Guidelines on the Grant of the Performance-Based Bonus to the Department of Education Employees and Officials for Fiscal Year 2018), this office hereby reconstitutes the SDO Performance Management Team (PMT) for 2019 Performance-Based Bonus to be composed by the following officials, to wit:

- |              |                         |                                   |
|--------------|-------------------------|-----------------------------------|
| Chairperson: | Ma. Judelyn J. Ramos    | -OIC-ASDS                         |
| Members:     | Lilia E. Abello         | -CID Chief                        |
|              | Joy L. Singson          | -SGOD Chief                       |
|              | Helen E. Tangon         | -AO V                             |
|              | Arvie M. Ompoy          | -Accountant                       |
|              | Giparel B. Elumba       | -Planning officer                 |
|              | Robert I. Poculan III   | -NEU Representative               |
|              | Dionaldo Policarpo      | -PESPA President                  |
|              | Gerardo R. Montilla Jr  | -NAPSSPHIL President              |
|              | Bezer B. Crampatanta    | -ZNPESTEIA President              |
| Observer:    | Jose Edwin de Felix     | -PTA Division Federated President |
| Secretariat: | Jun Leonard Romarate    | -ADAS III                         |
|              | Marie Antonette Barrera | -ADAS III                         |
|              | Christine Joyce Paco    | -ADAI VI                          |
|              | Marie Fe Dela Cerna     | -ADAI VI                          |
|              | Pamela Juson            | -ADAI VI                          |
|              | Aries Mark D.R. Nogas   | -ADAI VI                          |





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2. The roles and responsibilities of the SDO PMT shall include the following:
  - a. Ensure regular and timely submission of necessary SDO-level reports for the grant of PBB, and supervise compliance of schools for the grant;
  - b. Regularly report to RO PMT the status of compliance with requirements for agency eligibility;
  - c. Ensure proper cascading of PBB guidelines and other related issuances and provision of technical assistance on criteria and process for the grant;
  - d. Gather the necessary and reliable data, information and documents to be used as bases for performance evaluation;
  - e. Regularly report to RO PMT the status of performance review and evaluation and discuss pressing issues and concerns;
  - f. Address all queries and clarifications concerning PBB and its grant;
  - g. Set-up feedback mechanism to ensure that the results of the performance review and evaluation are conveyed and discussed with all concerned personnel at the SDO and ensure that results are used as tool in strategic planning and coaching for better future performance;
  - h. Act as initial deciding body at the SDO regarding appeals for individual eligibility and appellate body for appeals from field personnel;
  - i. Establish internal rules and regulations as needed in aid for the fulfillment of its roles.
  
3. The SDO PMT is hereby advised to convene for the discussion/presentation of the submission of necessary for 2019 PBB and preparation of reports.
  
4. Clarifications and/or queries relative to this issuance may be sent thru: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph) or post it at this link: [depedzn.net/helpdesk](http://depedzn.net/helpdesk).
  
5. Immediate dissemination of this memorandum is directed.

References: DepEd Order No. 28 s. 2019  
Regional Memorandum No. 234 s. 2020

OSDSjlr/PMT Reconstitution for 2019 PBB/DM046-2020/11202020

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O-pportunities to  
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T-ransformation &  
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