



Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**



Archbishop G.M. Reyes St., Kalibo, Aklan  
Tel. Nos.: (036) 268-4235; 268-4234; 268-6286

October 15, 2018


**DIVISION MEMORANDUM**  
No. 342, s. 2018

**SUBMISSION OF SCHOOL PERFORMANCE MANAGEMENT TEAM**

To: **Heads of Public Elementary, Secondary and Integrated Schools**

1. In connection with DepEd Order No. 38, s. 2018, "Guidelines on the Grant of Performance Based Bonus (PBB) for the DepEd Employees and Officials for Fiscal Year 2017", all schools are hereby directed to submit the composition of **School Performance Management Team** using the attached format.
2. Submit the hard copy (**2 copies per school**) at the Administrative Section c/o Mrs. Marilyn T. Bereber on or before October 19, 2018.
3. For your information and immediate compliance.

Very truly yours,

  
**Dr. SALVADOR O. OCHOA, Jr. CESO VI**  
Schools Division Superintendent *Stph*

PYM/mtt



Department of Education  
Region VI-Western Visayas  
**DIVISION OF AKLAN**  
Kalibo, Aklan



### SCHOOL PERFORMANCE MANAGEMENT TEAM

Name	Position	Contact Information (email, telephone no. and mobile no.)
Chairperson:		
Members:		

Prepared by:

\_\_\_\_\_  
School Head

- f. The SDO PMT shall regularly report to the RO PMT, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the RO PMT.
  - g. They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction; and
  - h. They shall set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel in the Schools Division Office, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
  - i. They shall be the initial deciding authority in the Schools Division Office regarding appeals of individual eligibility for the grant of the PBB, and the appellate deciding authority for schools under their jurisdiction, regarding appeals of individual eligibility for the grant of the PBB.
  - j. They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.
47. **The School Performance Management Team**
- a. The School PMT shall be comprised of the following:
    - i. The chairperson shall be the **School Head**.
    - ii. The membership shall include one (1) Head Teacher or Master Teacher with supervisory function (if any);
    - iii. The President of the **Parent Teacher Association**, the President of the **School Governance Council**; and one (1) representative of an accredited Union in the Schools Division Office.
  - b. All members of the PMT shall have an assigned Alternate Member.
  - c. The School PMT shall be in charge of the compliance of the School to requirements for the grant of the PBB, and reporting compliance to the SDO PMT.
  - d. They shall be responsible for the information dissemination and conduct of orientation activities in the school, specifically on the rationale, criteria, and process for the grant of PBB.
  - e. They shall gather the 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. The School PMT shall regularly report to the SDO PMT, the status of performance review and evaluation and discuss pressing issues and concerns. Documentation thereof is required for onward submission to the SDO PMT.