



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, 2019

**DIVISION MEMORANDUM**

No. 355, s. 2019



**SUBMISSION OF SCHOOL PERFORMANCE MANAGEMENT TEAM**

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



1. In compliance to the attached Advance Copy of the Regional Advisory on the submission of School Performance Management Team (PMT) as requirement for the grant of 2018 Performance Based Bonus (PBB), each school is directed to submit the required data using the attached format.
2. The School PMT shall be comprised of the following:

Chairperson:	School Head
Members:	Head Teacher or Master Teacher with supervisory function
	President of the Parent-Teacher Association
	President of the School Governance Council
3. Submit 2 copies signed by the school head c/o Administrative Office on **October 17, 2019**.
4. For your information and immediate compliance.

For the Schools Division Superintendent:

  
**PATROCENIA Y. MAMBURAM**  
Administrative Officer V  
Administrative Services  
In-Charge of the Division 



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# **REGIONAL ADVISORY**

No. \_\_\_\_\_, s. 2019

**TO: Schools Division Superintendents**  
**OIC-Office of the Schools Division Superintendents**

**FROM: MA. GEMMA M. LEDESMA CESO V**  
**Regional Director**

**RE: Schools Division Office Performance Management Team**  
**and Schools Performance Management Team**

Please submit to this office the Schools Division Office Performance Management Team and consolidated list of Schools Performance Management Team indicating the position and contact information (email address, telephone/mobile number) to the Administrative Division c/o **Elvie A. Betia**, Administrative Assistant I, Administrative Division (ROPMT Secretariat) on or before **October 18, 2019**.

For compliance.

RA1-001-gss/ctab/pbb2018