



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

January 22, 2024

**DIVISION MEMORANDUM**  
No. 0030, s. 2024

**Reconstitution of the Composition of Division Performance  
Management Team**

To: Assistant Schools Division Superintendent  
Chief Education Program Supervisor, CID  
Chief Education Program Supervisor, SGOD  
Public Schools District Supervisors  
Education Program Supervisors  
Division Section Heads  
All Others Concerned

1. In compliance with DepEd Order No. 2, s. 2015 entitled Guidelines on the Establishment and Implementation of the Results – Based Performance Management System (RPMS) in the Department of Education, this Office reconstitutes the Division Performance Management which is composed of the following members effective immediately:

**Chair**

Dr. Janette G. Veloso, CESO VI

**Members**

Allen T. Guilaran - CID  
Education Program Supervisor

Jocelyn Fernandez  
PESPA President

Aser M. Samsona  
NAPSSHI President

Irene Grace Dayot  
Teachers Association President

Romela Pangandoyon  
NEU President

Suzanne Marie G. Dacuycuy  
Division Planning Officer

Rosalinda N. Dionio  
Chief Administrative Officer

Ma. Lourdes M. Quesada  
Accountant III

**Observer**

PTA Division Representative

**Secretariat**

Relyn B. Gallardo  
Administrative Officer IV

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2. The PMT shall have the following functions and responsibilities:
  - i. The Secretariat at each level of the RPMS sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating Form;
  - ii. 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 the work distribution of Offices/Units are rationalized;
  - iii. PMT recommends approval of the office performance commitment and rating of the Head of the Agency;
  - iv. Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives, rules, procedures, and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case absence of its members.
  
3. Moreover, the PMT shall:
  - i. ensures the equal application of Equal Opportunity Principle (EOP) in the workplace;
  - ii. formulate guidelines in the application of EEOP;
  - iii. ensure the implementation of EEOP policies and guidelines in the management of performance to both teaching and non-teaching personnel men and women including persons with disabilities (PWD), members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOOIE) employees.
  
4. All members of the Division PMT are expected to faithfully perform their assigned duties and functions as mandated in the above order. This designation does not carry additional remuneration nor priority in promotion.
  
5. All issuances which are inconsistent with this memorandum are hereby rescinded or modified accordingly.
  
6. Wide and immediate dissemination of this memorandum is earnestly desired.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

