



Republic of the Philippines  
**Department of Education**  
Regional Office I

107

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 05, s. 2020

10188

TO: **SCHOOLS DIVISION SUPERINTENDENTS/OICs**  
**ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS/OICs**  
**REGIONAL CHIEF EDUCATION SUPERVISORS**  
**REGIONAL UNIT HEADS**  
**REGIONAL PERSONNEL**

FROM: **THE OFFICER-IN-CHARGE**  
OFFICE OF THE REGIONAL DIRECTOR

SUBJECT: **RECONSTITUTION OF COMPOSITION OF THE REGIONAL**  
**PERFORMANCE MANAGEMENT TEAM**

DATE: **January 3, 2020**

1. In compliance with DepEd Order No. 02, s. 2015 re: Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education (DepEd) and in view of the change of work assignment of the Officer-In-Charge, Office of the Assistant Regional Director, DepEd Regional Office I (DepEd ROI) hereby reconstitutes the composition of the Regional Performance Management Team (PMT).
2. The reconstituted Regional PMT shall be composed of the following:

Chairperson: **RONALD B. CASTILLO**  
Officer-In-Charge  
Office of the Assistant Regional Director

Members: **DINAH C. BONAO**  
Chief, Human Resource Development Division (HRDD)

**CECILIA P. ROSIDO**  
Chief, Policy, Planning and Research Division (PPRD)

**ARNOLD I. VINO**  
Chief, Finance Division (FD)

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**RAMON O. CAÑIEZO**

OIC, Administrative Division (AD)

**JOHNSON P. SUNGA**

Education Program Supervisor, HRDD

**JORGE M. REINANTE**

Schools Division Superintendent/PASS Representative

**DARIUS C. NIETO**

President, NEU-ROI

Secretariat:

**GEORGINA N. NERIDA**

Administrative Officer V, Personnel Unit

3. The Performance Management Team shall perform the functions and responsibilities enumerated in *Attachment 1*.
4. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
Officer-In-Charge  
Office of the Regional Director

DEPED REGIONAL OFFICE I

**RELEASED**

**JAN 07 2020**

HRDD/jps

BY: 

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**Attachment 1**

**Functions and Responsibilities of the Regional Performance Management Team**

**I. Performance Management Team**

1. The Secretariat sets a consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the office performance commitment and rating form;
2. The Policy, Planning, and Research Division shall ensure that Office performance targets and measures, as well as budget, are aligned with those of the agency and that work distribution of Offices/Units is rationalized;
3. PMT recommends approval of the office performance commitment and rating to the Head of the Agency;
4. The Human Resource Development Division and the Personnel Unit shall identify potential top performers and provide inputs to the PRAISE Committee for the grant of rewards and incentives; and
5. PMT shall adopt 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.

**II. The Policy, Planning and Research Division shall:**

1. conduct an agency performance planning and review conference annually for the purpose of discussing the Office assessment for the preceding performance period and plans for the succeeding rating period with concerned Heads of Offices;
2. monitor and evaluate the submission of OPCRF and schedule review/evaluation of Office Commitments by the PMT before the start of the performance period;
3. consolidate, review, validate and evaluate the initial performance assessment of Heads of Offices based on the reported Office accomplishments against the success indicators; and
4. provide each Office with the final Office Assessment to serve as basis of the offices in the assessment of individual staff members.

**III. The Human Resource Development Division shall:**

1. monitor the submission of IPCRF/OPCRF by the offices;
2. review the Summary List of Individual Performance Rating to ensure that the average performance rating of employees is equivalent to or not higher than the Office Performance Rating as recommended by the PMT and approved by the Head of Agency;

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3. provide analytical data on retention, skill/competency gaps, and talent development plans that are aligned with strategic plans; and
  4. coordinate development interventions that will form part of the HR plan.
- IV. The **Head of Office, including designated officials in an Acting or OIC capacity**, shall:
1. assume primary responsibility for the performance management in his/her Office;
  2. conduct strategic planning session with supervisors and staff and agree on the outputs that should be accomplished based on the goals/objectives of the organization and submit the OPCRf to the Planning Office;
  3. review and approve individual employee's PCRf for submission to the HRDD before the start of the performance period;
  4. submit a quarterly accomplishment report to the PPRD based on the PMS calendar;
  5. initially assess the office's performance using the approved OPCRf;
  6. determine final assessment of performance level of the individual employees in his/her office based on the proof of performance;
  7. inform employees of the final rating and identify necessary interventions to employees based on the assessment of development needs;
  8. recommend and discuss a development plan with the subordinates who have obtained Unsatisfactory rating; and
  9. provide preliminary rating to subordinates showing Poor performance not later than the third month of the rating period.
- V. The **Section Chief/Unit Head or equivalent** shall:
1. assume joint responsibility with the head of office in ensuring attainment of performance objectives and targets;
  2. rationalize distribution of targets/tasks;
  3. monitor closely the status of the performance of his/her subordinates and provide support and assistance through the conduct of coaching for the attainment of targets set by the Division/unit and individual employee;
  4. assess individual employees' performance; and
  5. recommend developmental intervention.
- VI. The **Individual Employees** shall act as partners of management and their co-employees in meeting organizational performance goals.

Reference: DepEd Order 2, s. 2015

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