



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY



Office of the Schools Division Superintendent

No. 120, s. 2022

To: Asst. Schools Division Superintendent
Chiefs of the SGOD and CID
Education Program Supervisors
Public School District Supervisors
Administrative Officer V
Unit heads/EPSSs
Accountant III
Budget Officer III
All School heads/principals
All Teaching and Non-teaching Personnel

From: *[Signature]*
AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent

Date: April ,8 2022

Subject: SDO DAGUPAN PERFORMANCE MANAGEMENT TEAM

1.) Herein is to inform all teaching and non-teaching personnel of the Schools Division Office on the composition of our Performance Management Team for organizational/individual performance lifted from the Civil Service Commission Memorandum Circular No. 6 s. 2012 and DepEd Order 2, s. 2015

Performance Management Team (PMT). A PMT shall be established in every agency preferably with the following composition:

Chair – Assistant Schools Division Superintendent (most senior in terms of tenure as ASDS)

Members: Planning Officer III and SEPS for Planning and Research

Accountant III

Chief Administrative Officer V

One (1) Education Program Supervisor

One (1) Principals' Representative (Elementary PESPA)

One Principals' Representative Secondary NAPPSSHI;NAPPSSPHIL

NEU President

One (1) Representative from the teacher association in elementary

Duties and responsibilities of the SDO Dagupan PMT team are attached.



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- 2) This will allow for the equitable provision of responsibilities vis a vis the Cycle of Performance Planning and Commitment, Performance Monitoring and Coaching, Performance Review and Evaluation and Performance Rewarding and Development Planning notwithstanding, the link between individual performance and organizational as emphasized by the DepEd ROI Assistant Ronald B. Castillo during his virtual presentation re: Integrating Plans, CESPES and OPCR during the First Quarter Online Kumustahan with ASDS, Chiefs of SGOD, SEPS for Planning and Research and Planning Officers held last March 28, 2022.
- 3) For widest dissemination and information.



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The Performance Management System of SDO Dagupan is in response to DepEd Order No. 2, s. 2015

The following are its objectives:

a) . Align organizational priorities to agency mandate

Performance goals and measurement are parallel to the national development plans, agency mandate/vision/mission and strategic priorities as covered and identified in the Recrafted Division Education Development Plan FY 2021-2023 with and/or organizational performance and individual performance demonstrated in the outputs and outputs indicators.

Predetermined standards and mechanisms as set by the agency (DepEd Central Office) are observed for efficient and guide by top management to ensure effectiveness and expected outcomes bringing into line the integration of CESPES and OPCR and plans of the region and schools division office.

b) Outputs-based and outcomes effects

The Performance Management System of SDO Dagupan endeavors to achieve in smart, realistic and doable method its targets based on its DASHBOARD especially Quality and the major challenges and issues of academic performance of its learners in particular non-reading and non-numerates, least mastered competencies including other administrative or support to operations problems both of its teaching and non-teaching personnel.

c) Accountability by top management and entire organization

Individual and collective roles as ascertained in the office Functions final draft issued by the Regional Office clearly defines the Key Result Areas of the three offices in the SDO Dagupan (CID, SGOD and OSDS). Individual workplan or commitment rating form are hence linked to his chief of division/office workplan for results performance and/or outputs and outcomes.

d) Performance Management Information System (PMIS)

Monitoring and evaluation of all programs/projects and activities is shown of their progress using the system created by the Central office being used by the Planning Officer in consonance with the identified PPAs of program owners. Top management's approves firstly, the conduct if budget issued forth by the region alongside strategic areas of prioritization and review and evaluation of its performance as per DASHBOARD and other factors (Covid 19 reemergence etc.)

e) Top to bottom approach planning and communication plan

In order to ensure effectiveness of PPAs and performance both of individual and organization's, top management reserves the right to determine based on evidence and data of major office functions (Cid, SGOD and OSDS) those needing prioritization.

Accordingly, it will conduct and seek conference and commitment of chiefs of offices to craft and set SMART target on issues that are found by it as needing calibration.

Hence, target setting and the rest of the cycle of the Performance Management System is demanded to be accurately observed and provide for equal rating in the IPCR-F based on the actual accomplishment of DASHBOARD (its KPIs) and office functions and KRAs.

ROLES AND DUTIES OF PMT:

- 1) Seek consultation meeting with top management together with the chiefs of offices in discussing targets in OPCR and IPCR
- 2) Ensure that targets are aligned to the DASHBOARD and priority areas/issues of the DEDP
- 3) Recommends targets to top management (chiefs of offices and schools) through action planning meeting
- 4) Adopts its strategies in carrying out the performance of the division office in entirety based on regular monitoring of progress and result of PMIS, regular reports and PPAs
- 5) In particular the following are likewise to be performed by the PMT:
 - 5.a The Planning Office will require submission of the IPCR and OPCR before performance period and monitor the OPCR based on schedule of review and evaluation in observance of the PMS cycle.
 - 5.b Consolidates, reviews, validates and evaluates the initial performance assessment of offices and schools based on reported budgets against the success indicators versus the allotted budget and actual expenses
 - 5.c Conducts annual performance review conference for the purpose of discussing the Office assessment for the preceding performance and plans (as based on targets met) for the succeeding period.
 - 5.d Provides each office (CID, SGOD, OSDS) final assessment to serve as basis in the individual performance of units
6. The Administrative Office will have the following duties to perform:
 - 6.a Monitors submission of IPCR by offices (COD, SGOD and OSDS and schools)
 - 6.b reviews the Summary List of IPCR to ensure the average performance rating of employees is equivalent to or not higher than the OPCR as recommended by top management

7. Top management including the chiefs of offices (CID, SGOD and OSDS) will assume responsibility in his /her office performance for the overall results of the division office
- 7.a Top management must conduct strategic planning session with the chiefs of offices with supervisors/unit heads and other staff to agree on output and targets as a resultant of contextualized policies adopted based on regular monitoring and progress reported as against set goals/objectives for the period.
8. The Chief of Offices will assume joint responsibility with the top management in ensuring attainment of performance objectives/targets and activities
- 8.a Monitors closely status of performance of their staff including schools who provide implementation support to the OPCR of top management
- 8.b Assesses individual performance of his/her staff and recommends intervention as may be needed
9. Individual employee both teaching and non-teaching personnel act as partners and collaborators in their own work performance as per their job description.
10. For widest information and dissemination.