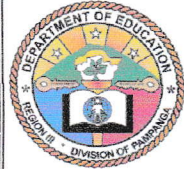
	Republic of the Philippines Department of Education Region III – Central Luzon SCHOOLS DIVISION OFFICE OF PAMPANGA High School Blvd. Brgy. Lourdes, City of San Fernando		Document Code: SDOPAMP-QF-OSDS - 002 Revision: 00 Effectivity date: 05-08-18
	DIVISION MEMO. NO. <u>447</u>, S. 2018		Name of Office: OSDS

TO : Elementary and Secondary School Principals/OICs/Others Concerned
 FROM : The Office of the Schools Division Superintendent
 SUBJECT: **COMPOSITION OF SCHOOL PERFORMANCE MANAGEMENT TEAM (SCHOOL PMT) FOR PBB FY 2017**
 DATE : September 24, 2018

In keeping with the provisions of DepEd Order No. 38, s. 2018, "Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials for Fiscal Year 2017", School Performance Management Team (School PMT) should be created, for the following purposes:

The School PMT shall be comprised of the following:

- Chairperson:** School Head
Members: One (1) Head Teacher or Master Teacher with supervisory function (if any)
 One (1) Representative from an accredited Teacher's Association
 President of the Parent Teacher Association
 President of the School Governing Council
 One (1) representative of an accredited Union in the Schools Division Office


All members of the PMT shall have an assigned Alternate Member.

Tasks:

- 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.
- 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.
- 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.
- 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.
- They shall address all queries and clarifications related to the implementation of PBB under their respective jurisdiction.
- 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 school, and to ensure that the results are used as a tool in strategic planning and encouraging better performance in the future.
- They shall be the initial deciding authority in the school regarding appeals of individual eligibility for the grant of the PBB.
- They may constitute internal rules and regulations as needed in order to aid in the fulfillment of the roles mentioned above.

For widest dissemination.




 Leonardo D. Zapanta, Ed. D, CESO VI
 Schools Division Superintendent

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