

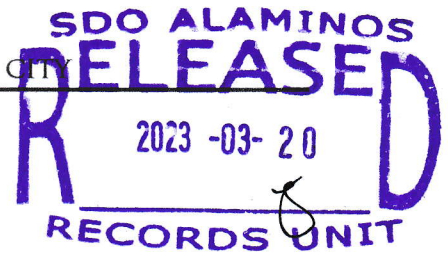


Republic of the Philippines
Department of Education

REGION I
SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-153



TO : Assistant Schools Division Superintendent
Chief Education Supervisor-CID
Chief Education Supervisor-SGOD
Administrative Officer V
All Division Education Program Supervisors
All Unit Heads in the Division Office
All School Heads, Teachers, and Non-Teaching personnel of
Public elementary and secondary schools in the Division
All others concerned

SUBJECT : **ROLES AND RESPONSIBILITIES OF THE DIVISION
PERFORMANCE MANAGEMENT TEAM**

FROM : Office of the Schools Division Superintendent

DATE : March 15, 2023

1. In connection to Division Memorandum No. 092, s. 2023 which states the composition of the Division Performance Management Team, all team members are enjoined to collaboratively work in:

- planning performance management activities to set clear expectation of employees on their key roles, functions and responsibilities to attain organizational effectiveness;
- initiating activities that align the employees' performance to the desired goals of the organization;
- organizing activities that will inform and enlighten the employees on how their performance will be measured and evaluated;
- giving feedbacks to employees which offer them development opportunities and professional and personal growth;
- setting fora, meetings and conferences to address identified performance issues;

With hundred reasons to serve!



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- providing technical assistance, coaching and mentoring to employees to improve their productivity, increase their motivation and enhance their work ethics;
 - creating avenues, such as focus group discussions and brainstorming activities, to make the employees' inputs and outputs meet the organization's desired outcomes in an effective and efficient manner;
 - designing mechanisms that support performance appraisal, goal setting and organizational learning and innovation, and
 - fostering a culture of continuous improvement in the organization to deliver quality service to the clients and public.
2. Immediate and widest dissemination of this Memorandum is earnestly desired.

VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Schools Division Superintendent

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