



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools Division
Superintendent

Division Memorandum
OSDS-2023-172

October 23, 2023

**RECONSTITUTION OF THE SDO BOHOL PERFORMANCE MANAGEMENT TEAM
FOR THE GRANT OF PERFORMANCE-BASED BONUS**

To : Assistant Schools Division Superintendents
Chief, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary Schools Heads
All Others Concerned

1. In compliance with DepED Order No. 007, s. 2021 re ***“Multiyear Guidelines on the Grant of Performance-Based Bonus for the Department of Education Employees and Officials,”*** this Office announces the Reconstitution of the SDO Bohol Performance Management Team for the Grant of Performance-Based Bonus.

Chairperson : **Dr. Danilo G. Gudelosao**
Assistant Schools Division Superintendent

Vice Chairperson : **Dr. Faustino N. Toradio**
Assistant Schools Division Superintendent

Members : **Dr. Carmela M. Restificar**
CID Chief

Dr. Marcela R. Bautista
SGOD Chief

Mr. Fermin M. Albutra
Administrative Officer V

Ms. Gavina F. Ladaran
Accountant

Ma. Victoria M. Jaspe
Budget Officer

Ms. Maulitte M. Yap
Planning Officer III

Mr. Guy G. Aranjuez
SDO Bohol NEU President

Secretariat : SDO – **Ms. Judith S. Apale**
SDO – **Ms. Florly C. Saturninas**
SDO – **Mr. Jan Jaykl B. Borja**
(Preferably AO2) CD 1 – **Ms. Karyl P. Diola**
CD 2 – **Mr. Stephen A. Sabana**
CD 3 – **Mr. Ronald A. Alo**

2. The roles and responsibilities of the SDO PMT shall include the following
 - 2.1 Ensure compliance of the SDO, and supervise compliance of schools under its jurisdiction, with the requirements for the grant of the PBB.
 - 2.2 Regularly report to the SDO PMT the status of compliance with school level reports and requirements on agency eligibility.
 - 2.3 Ensure proper cascading of PBB guidelines and other related issuances. It shall conduct information dissemination and orientation activities at the school level specifically on the rationale, criteria, and process for the grant of PBB.
 - 2.4 Gather 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.
 - 2.5 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;
 - 2.6 Address all queries and clarifications related to the implementation of PBB under its respective jurisdiction
 - 2.7 Set up a feedback mechanism to ensure that the results of the performance review and evaluation are conveyed to and discussed with all personnel at the school, and the results are used as a tool in strategic planning and encouraging better performance in the future;
 - 2.8 Act as initial deciding authority at the school level regarding appeals of individual eligibility for the grant of the PBB; and
 - 2.9 Constitute internal rules and regulations as needed in aid of the fulfillment of the roles mentioned above.
3. For guidance and compliance.


EVANGEL M. LUMINARIAS, Ph.D., CESO V
Schools Division Superintendent 