



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

29 September 2025

DIVISION MEMORANDUM

No. 560, s. 2025

RECONSTITUTION OF DIVISION PERFORMANCE MANAGEMENT TEAM

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- Schools Governance and Operations Division (CID)
Education Program Supervisors
Public Schools District Supervisors
Division Unit/Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Please be informed of the reconstitution of Division Performance Management Team in accordance to DepEd Order No. 2 s. 2015 effective July 1, 2025.

Chairman: **Jofit P. Dayoc, CESE**
OIC - Assistant Schools Division Superintendent

Co-Chairman: **Rhina O. Ilagan, PhD.**
OIC - Assistant Schools Division Superintendent

Members	Alternate
Aris U. Dimaano Planning Officer III / Division Focal	Rosemarie A. Encarnacion Senior Education Program Specialist
Eduarda U. Alon Accountant III	Cheryl M. Baril Administrative Officer IV
Lou C. Panaligan Administrative Officer V	Atty. Karen M. Salimo Attorney III
Marian L. Arias Education Program Supervisor I	Jimmy J. Morillo Education Program Supervisor I
Aurelia A. Aguila Principal IV/ PESPA Representative	Irene Nakpil Principal IV
Wilson T. Ojales Principal IV / NAPSSPHIL Representative	Julius A. Villavicencio Principal IV
Dario L. Untalan President – Teachers Association	Sheilito Bryan I. Guino VP – Teachers Association
Rosalinda A. Mendoza EPS I / NEU Chapter Representative	Joel B. Lubis Public Schools District Supervisor



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Irene Grace Q. Gonzales Administrative Officer IV 2 nd Level Representative	Joemar B. Perez Administrative Officer IV
Roxanne V. Redubla Administrative Assistant III 1 st Level Representative	Erron M. De Torres Administrative Aide VI
Observer: Analiza E. Garing Division PTA Federation President Secretariat: Joemar B. Perez Administrative Officer IV Lanell Cresta A. De Sagun Administrative Officer II Willene Mae Perez Administrative Officer II Joseph Angelo R. Ilao Administrative Officer II	

2. The newly reconstituted Performance Management Team (PMT) shall perform the following regular functions and responsibilities:
 - 2.1 The secretariat sets consultation meeting of all Heads of Offices for the purpose of discussing the target set in the office performance commitment and rating form.
 - 2.2 The Planning office shall ensure that the Office performance targets and measures, as well as the budget are aligned with those of the agency and that work distribution of office/unit is rationalized.
 - 2.3 Recommends approval of the office performance commitment and rating to the Head of Office;
 - 2.4 Personnel Division identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
 - 2.5 Adopts its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegations of authority to representatives in case of absence of its members.
3. In addition, it is also expected that members of the Division Performance Management Team shall lead in the formulation of customized criteria, guidelines and tools for setting performance standards; promotes, adopts and integrates Equal Opportunity Principle in all performance management – related activities.



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4. The term of the above-mentioned personnel except those positions stipulated in DepEd Order No. 2 s. 2015 shall be valid for two (2) years from the date of designation or until otherwise renewed or revoked by the Head of Office.
5. Immediate and wide dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent 

AUD/RECONSTITUTION OF DIVISION PERFORMANCE MANAGEMENT TEAM/S2-112169/09-29-2025