



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

1/12 (20)

DESIGNATION ORDER

OSD-2024-002

TO : **KARINA R. BAUTISTA**
Education Program Supervisor

FROM : **SUSAN D. ORIBIANA, CESO V**
Schools Division Superintendent

SUBJECT : **DESIGNATION AS TECHNICAL WORKING GROUP (TWG) OF
PERFORMANCE MANAGEMENT TEAM (PMT)**

DATE : January 9, 2024

1. In the exigency of service, you are hereby designated as Technical Working Group (TWG) of Performance Management Team (PMT) effective January 10, 2024 until such time this designation order is rescinded.
2. As part of TWG of PMT, you are expected to perform the following functions and responsibilities:
 - a. recommend approval of the Office Performance Commitment and rating to the Schools Division Superintendent;
 - b. identify potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives;
 - c. adopt its own internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of its members;
 - d. set performance policy guidelines of SDO and shall ensure the dissemination of the said policy guidelines in the school and SDO level;
 - e. formulate customized criteria, guidelines and tools for setting performance standards;
 - f. develop tools that will track the efficiency of the PM processes;
 - g. conduct further evaluation and validation of personnel performance;
 - h. calibrate scores based on the evidence that support the rating of personnel;
 - i. review existing policies and formulate policy recommendations;



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