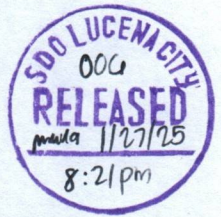




**Republic of the Philippines**  
**Department of Education**  
**REGION IV-A CALABARZON**  
**SCHOOLS DIVISION OF LUCENA CITY**



20 January 2025

**DIVISION MEMORANDUM**

No. 030, s. 2025

**SUBMISSION OF COMPOSITION OF THE SCHOOL PERFORMANCE  
MANAGEMENT TEAM (PMT)**

**TO:** OIC – Asst. Schools Division Superintendent  
 Chief Education Supervisors – SGOD & CID  
 Unit Heads  
 EPSs and PSDSs  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to the **DepEd Order No. 2, s. 2015** "GUIDELINES ON THE ESTABLISHMENT AND IMPLEMENTATION OF THE RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) IN THE DEPARTMENT OF EDUCATION", this Office through Personnel Unit mandates all schools to prepare and submit the Composition of School Performance Management Team (PMT) on January 27, 2025.
2. The School Performance Management Team shall be composed of:

<b>Chairperson:</b>	Principal – elect
<b>Members:</b>	Four (4) Master Teacher/Head Teacher
	One (1) Representative from the School Planning Team
	One (1) Administrative Officer/Representative from non-teaching group
	One (1) representative from the teacher association
<b>Observer:</b>	One (1) PTA Representative
<b>Secretariat:</b>	Administrative Office

3. The duties and responsibilities of the School Performance Management Team shall be in accordance with the DepEd Order No. 2, s. 2015.



4. Immediate dissemination of and strict compliance with this Memorandum is desired.

**SUSAN DL. ORIBIANA**

Schools Division Superintendent

For the Schools Division Superintendent

*Edenia O. Libranda*  
**EDENIA O. LIBRANDA**

Chief Education Supervisor

Officer-in-Charge

Office of the Assistant Schools Division Superintendent

Date: 01/24/2025

Encl: D.O. 2, s. 2015, "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education"

OSDS/PER / GMH / DM - SUBMISSION OF COMPOSITION OF THE SCHOOL PERFORMANCE MANAGEMENT  
011 / 01/21/2025 TEAM (PMT)