



Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
City of Kabankalan, Negros Occidental
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October 16, 2019

DIVISION MEMORANDUM

No. 208, s. 2019

SCHOOL PERFORMANCE MANAGEMENT TEAM

To: Elementary and Secondary School Heads

1. In preparation for the release of Performance Based Bonus 2018, all school heads are required to submit the School Performance Management Team using the format below:

School	Name	Email address	Mobile Number
	Chairman: Members: 1. 2. 3. 4.		

2. Members of the School Management Team per DepEd Order No. 38, s. 2018 shall be the following:

Chairperson: School Head
Members: One (1) Head Teacher or Master Teacher
with supervisory function (if any)
One (1) Representative from an accredited
Teachers' Association
President of the Parent Teacher Association
President of the School Governing Council

3. This report shall be submitted to Mr. DAX M. Lopez, AO VI (Records) not later than **October 18, 2019** in three (3) original copies.
4. For strict and immediate compliance.

PORTIA M. MALLORCA, Ph.D., CESO V
Schools Division Superintendent