



Office of the College President

Davao del Norte State College

RECORDS OFFICE

OFFICE SPECIAL ORDER NO. 340
Series of 2025

RELEASED
SEP 17 2025

To : ALL SELECTED PERSONNEL

Date : Sept 17, 2025

Signature: [Signature] Time: _____

Subject : RECONSTITUTION OF THE COLLEGE PERFORMANCE MANAGEMENT TEAM (CPMT)

In the exigency and interest of government service, in view of issued Office Special Order No. 15, series of 2024 dated 12 January 2024, or the "Updated Constitution of the College Performance Management team (CPMT)", in accordance with the approved revised Strategic Performance Management System (SPMS), which ensures that the College and the employees achieve the objectives set by the institution and its strategic plan, and as endorsed by the Vice President for Administration and Finance, the undersigned hereby reconstitutes the College Performance Management Team (CPMT) with the following composition, viz:

POSITION	Name of Members	Conforme
Composition for ACADEMIC AFFAIRS		
CHAIRPERSON	DR. GIRLEY S. GUMANAO	
MEMBERS:		
1. Head of Human Resource Management Office	MS. RAQUEL J. EDJEC	
2. In-charge of Human Resource Development Programs	MS. JOAN BEVERLY G. NAVARRETE	
3. Director for Planning and Resource Management Office	MR. JOSHUA P. ELARDO	
4. Director for Finance Services Division	DR. MARCK LESTER L. NAVALES	
5. President of DNSC Faculty Association	MR. SAMUEL A. PLANDO	
6. Chairperson of College Evaluation Committee (Teaching Personnel)	MS. SAMSEL RHYS A. PAMPILON	
7. Chairperson of College Review Committee (Teaching Personnel)	DR. BOYETH C. PELONE	
8. Institute Dean Representatives	DR. MARK VAN M. BULADACO DR. NICKEL JEAN LAGARE-SASTINE	
Composition for ADMINISTRATION		
CHAIRPERSON	DR. REIR ERLINDA E. CUTAD	
MEMBERS:		
1. Head of Human Resource Management Office	MS. RAQUEL J. EDJEC	
2. In-charge of Human Resource Development Programs	MS. JOAN BEVERLY G. NAVARRETE	
3. Director for Planning and Resource Management Office	MR. JOSHUA P. ELARDO	
4. Director for Finance Services Division	DR. MARCK LESTER L. NAVALES	
5. President of the General Administrative Support and Services Organization (GASSO)	MS. FELICIDAD L. FORRO	
6. Chairperson of College Evaluation Committee (Non-Teaching Personnel)	MS. GEMMA G. CERVANTES	
7. Chairperson of College Review Committee (Non-Teaching Personnel)	MS. MARICIELO PAULA E. FUNA	
Composition for RESEARCH, EXTENSION, AND PRODUCTION		
CHAIRPERSON	DR. ELISEO F. HUESCA, JR.	
MEMBERS:		
1. Head of Human Resource Management Office	MS. RAQUEL J. EDJEC	
2. In-charge of Human Resource Development Programs	MS. JOAN BEVERLY G. NAVARRETE	
3. Director for Planning and Resource Management Office	MR. JOSHUA P. ELARDO	
4. Director for Finance Services Division	DR. MARCK LESTER L. NAVALES	
5. President of DNSC Faculty Association	MR. SAMUEL A. PLANDO	

VISION

An institution leading in agri-fisheries and socio-cultural development in the ASEAN region

MISSION

DNSC shall produce future-ready workforce, create innovative solutions and technologies, empower communities, and uphold good governance towards sustainable development

CORE VALUES

Stewardship
Adaptability and Excellence
Integrity and Innovativeness
Love of God and Country





Office of the College President

POSITION	Name of Members	Conforme
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7. Chairperson of College Evaluation Committee (Teaching Personnel)	MS. SAMSEL RHYS A. PAMPILON	
8. Chairperson of College Review Committee (Teaching Personnel)	DR. BOYETH C. PELONE	
9. Chairperson of College Evaluation Committee (Non-Teaching Personnel)	MS. GEMMA G. CERVANTES	
10. Chairperson of College Review Committee (Non-Teaching Personnel)	MS. MARICIELO PAULA E. FUNA	
SECRETARIAT		
1. Planning Officer II	MS. SHIERLY ROSE L. DISTOR	

With this designation, you are expected to perform the following functions, viz:

- a. Set consultation meetings of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating Form;
- b. Ensure that Office performance targets and measures, as well as the budget, are aligned with those of the agency and that work distribution of Offices/Units is rationalized;
- c. Recommends approval of the office performance commitment and rating to the Head of Agency;
- d. Acts as appeals body and final arbiter for performance management issues of the Agency;
- e. Identifies potential top performers and provides input to the PRAISE Committee for grant of awards and incentives;
- f. Adopts its own internal rules, procedures, and strategies in carrying out the above responsibilities, including scheduled meetings and deliberations, and delegation of authority to representatives in case of absence of its members; and
- g. Performs such other functions as may be delegated by the higher authorities or the undersigned.

This Special Order shall take effect immediately, and previous issuances with provisions inconsistent with this Special Order are hereby repealed.

JOY M. SORROSA, PhD
SUC President III

Cc: VPAA
IAAS
IC
ILEGG
ITEd
IAdS
DSDS
DCID
DASRD
VPREP
DRDD
DED
DPD
DEA
DQA
DPRMO
Carmen Campus
DJAL Campus
VPAF
DAS
DBASD
DFSD
HRMO
COA
CAO
PIO
Record's Office

Designation	Initials	Date
BSV	JBB	09.12.2025
BS1	KLSA	09.12.2025

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