



DAVAO DEL NORTE STATE COLLEGE

New Visayas, Panabo City, Davao del Norte, 8105

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Office of the College President

OFFICE SPECIAL ORDER NO. 108
Series of 2025

RELEASED
FEB 11 2025

To : ALL SELECTED PERSONNEL

Date : Feb. 11, 2025

Signature: _____ Time: _____

Subject : RECONSTITUTION OF THE COLLEGE EVALUATION COMMITTEE AND COLLEGE REVIEW COMMITTEE FOR THE INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW (IPCR)

In the exigency and interest of government service, for the smooth implementation of the national government-mandated system of awarding performance-based incentives, in particular the top-up "performance-based bonus" (PBB), and as recommended by the Vice President for Administration and Finance, the **College Evaluation and Review Committees for the Individual Performance Commitment and Review (IPCR)** are hereby reconstituted with the following composition, viz:

COLLEGE EVALUATION COMMITTEE

BUREAU A (TEACHING PERSONNEL)

Chairperson : Ms. Samsel Rhys A. Pampilon
Vice-Chairperson : Mr. Ian S. Somosot

ILEGG

Ms. Joanaros P. Fahit
Ms. Frincess Jade C. Cajano
Mr. James M. Jadraque
Mr. Rolando P. Bansag, Jr.
Mr. Revrev A. Tio
Ms. Rozel Mary B. Asna
Ms. Glenna G. Apostol

IC

Ms. Rosebud C. Padios
Mr. Jerson M. Viagedor
Ms. Hannah Mae G. Lolong

IAAS

Ms. Shaira May M. Goriona
Mr. Moses Joshua B. Albarico

ITEd

Dr. Rachel Anne T. Ramos
Mr. Ariel C. Balio, Jr.
Mr. Maiko H. Anicoy
Mr. Abel E. Sadji
Mr. Kim T. Dodongan
Mr. Benjie D. Solarte

IAdS

Dr. Glenne B. Lagura
Mr. Sabar G. Hasan
Dr. Nestle Joy R. Arguilla

BUREAU B (NON-TEACHING PERSONNEL)

Chairperson : Ms. Gemma G. Cervantes
Vice-Chairperson : Ms. Maxiliane Marie M. Camino

Members	: Ms. Jinnah T. Enumerables	: Mr. Daryll V. Franca
	: Mr. Irvin Glenn S. Santamaria	: Mr. Reymart S. Camino
	: Ms. Ellen Jean A. Geolagon	: Ms. Rowena B. Miole
	: Ms. Anna Liza S. Amparo	: Ms. G.A. I. Benigno
	: Mr. Neil Mark P. Alcover	: Ms. Anabel S. Ramos

As the College Evaluation Committee, you are expected to perform the following functions, viz:

- Receive the IPCR from the Human Resource Management Office and check its completeness;

VISION

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MISSION

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Office of the College President

- b. Evaluate the individual's performance;
- c. Recommend the evaluation results of the compliant individuals to the Review Committee;
- d. Convene with the Review Committee for the preparation of the IPCR Consolidated Report; and
- e. Performs other duties as assigned by the immediate supervisor, undersigned or higher authorities.

COLLEGE REVIEW COMMITTEE

BUREAU A (TEACHING PERSONNEL)

Chairperson : Dr. Boyeth C. Pelone
Vice-Chairperson : Ms. Eunice Redith S. Manalo

ILEGG

Mr. Gerry Louis O. Gallano
Mr. Welvin A. Orantes
Ms. Sarah May B. Dimaocor

ITEd

Ms. Anababes T. Catala
Mr. Michael P. Esmalla
Mr. Bryan Paul S. Villarojo
Mr. Roben D. Adjadan, Jr.
Mr. Nolie C. Guadalquiver, Jr.
Mr. Sigfred F. Navasquez

IAAS

Ms. Krillette I. Mahinay
Mr. Carl Joseph O. Castañeda

IC

Mr. Rogelio A. Masangkay
Dr. Ariel O. Gamao
Ms. Roanne Mae Anunciado

IAdS

Dr. Hazel A. Gameng

BUREAU B (NON-TEACHING PERSONNEL)

Chairperson : Ms. Maricielo Paula E. Funa
Vice-Chairperson : Ms. Celia M. Garbosa

Members : Ms. Marichelle C. Maglinao : Mr. Ian Jay T. Padios
: Mr. Christel P. Galeon : Mr. Nelvin T. Malanguis
: Ms. Jomarie Dave B. Java : Ms. Denmark A. Sampani
: Ms. Christian Paolo A. Mora : Ms. Lorelie D. Cabase

As the College Review Committee, you are expected to perform the following functions, viz:

- a. Receive the evaluation results of the individuals as to the compliance with the performance evaluation guidelines;
- b. Conduct verification of the accomplishments of individuals provided in the IPCR;
- c. Convene with the Evaluation Committee for preparation of the IPCR Consolidated Report;
- d. Submit the IPCR Consolidated Report to the College Performance Management Team Secretariat, which will be endorsed to the Executive Committee for approval; and
- e. Performs other duties as assigned by the immediate supervisor, undersigned or higher authorities.

This Special Order shall take effect immediately and shall remain enforced unless revoked by the undersigned or any competent authority.

JOY M. SORROSA, PhD
SUC President III

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

Designation	Initials	Date
BSV	JBB	02.10.2025
BS1	KLSA	02.10.2025

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College Performance Management Team

06 February 2025

JOY M. SORROSA, PhD
SUC President III
This College

Davao del Norte State College
RECORDS OFFICE

RECEIVED

Dr. Sorrosa:

Signature: _____ Time: _____

Greetings of peace!

This has reference to the composition of the Evaluation and Review Committees for the Individual Performance Commitment and Review (IPCR). Given the growing number of plantilla personnel in the College, it is essential to increase the number of members in these committees.

In light of this, we would like to respectfully request the issuance of a **Special Order for the Composition of the College Evaluation Committee and College Review Committee for IPCR**. The proposed members of the committees and their corresponding functions are as follows:

COLLEGE EVALUATION COMMITTEE

BUREAU A – TEACHING PERSONNEL	
Chairperson: Ms. Samsel Rhys A. Pampilon Vice-Chairperson: Mr. Ian S. Somosot Members:	
ILEGG	IC
Ms. Joana Ros Fahit	Ms. Rosebud Padios
Ms. Frincess Jade Cajano	Mr. Jerson Viagedor
Mr. James M. Jadraque	Ms. Hannah Mae Lolong
Mr. Rolando P. Bansag, Jr.	
Mr. Revrev A. Tio	IAAS
Ms. Rozal Mary B. Asna	Ms. Shaira Mae Manos-Goriona
Ms. Glenna Apostol	Mr. Moses Joshua Albarico
ITEd	IADS
Ms. Rachel Anne T. Ramos	Mr. Glenne B. Lagura
Mr. Ariel C. Balio	Mr. Sabar G. Hasan
Maiko Anicoy	Ms. Nestle Joy R. Arguilla
Abel Sadji	
Kim Dodongan	
Benjie Solarte	

BUREAU B – NON-TEACHING PERSONNEL	
Chairperson: Ms. Gemma G. Cervantes Vice-Chairperson: Ms. Maxiliane Marie M. Camino Members:	
Ms. Jinnah T. Enumerables	Mr. Daryll V. Franca
Mr. Irvin Glen S. Santamaria	Mr. Reymart S. Camino
Ms. Ellen Jean A. Geolagon	Ms. Rowena B. Miole
Ms. Anna Liza S. Amparo	Ms. G.A. I. Benigno
Mr. Neil Mark P. Alcover	Ms. Anabel S. Ramos

The following are the functions of the Evaluation Committee:

1. Receive the IPCR from the Human and Resource Management Office and check its completeness.
2. Evaluate the individuals' performance.
3. Recommend the evaluation results of the compliant individuals to the Review Committee.
4. Convene with the Review Committee for the preparation of the IPCR Consolidated Report.

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College Performance Management Team

COLLEGE REVIEW COMMITTEE

BUREAU A – TEACHING PERSONNEL	
Chairperson: Dr. Boyeth C. Pelone	
Vice-Chairperson: Ms. Eunice Redith S. Manalo	
Members:	
ILEGG	ITEd
Mr. Gerry Louis O. Gallano	Ms. Anababes Catala
Mr. Welvin A. Orantes	Mr. Michael Esmalla
Ms. Sarah May M. Dimaocor	Mr. Bryan Paul Villarojo
	Mr. Roben Adjadan
	Mr. Nolie Guadalquiver, Jr.
	Mr. Sigfred Navasquez
IAAS	
Ms. Joan Cristin E. Alipoyo	
IC	IADS
Mr. Rogelio A. Masangkay	Ms. Hazel A. Gameng
Dr. Ariel O. Gamao	
Ms. Roanne Anunciado	

BUREAU B – NON-TEACHING PERSONNEL	
Chairperson: Ms. Maricielo Paula E. Funa	
Vice-Chairperson: Ms. Celia M. Garbosa	
Members:	
Ms. Marichelle C. Maglinao	Mr. Ian Jay T. Padios
Ms. Christel T. Palarao	Mr. Nelvin T. Malanguis
Mr. Jomarie Dave B. Java	Mr. Denmark A. Sampani
Mr. Christian Paolo A. Mora	Ms. Lorelie D. Cabase

The following are the functions of the Review Committee:

1. Review the evaluation results of individuals as to the compliance with the performance evaluation guidelines.
2. Conduct verification of the accomplishments of individuals provided in the IPCR.
3. Convene with the Evaluation Committee for preparation of the IPCR Consolidated Report.
4. Submit the IPCR Consolidated Report to the CPMT Secretariat, which will be endorsed to the Executive Committee for approval.


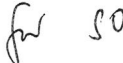
Your prompt attention to this request is highly appreciated to ensure that the performance review process is conducted in a timely and efficient manner.

Thank you for your support and consideration.

Very truly yours,


REIR ERLINDA E. CUTAD, DIT
Vice President for Administration and Finance
Chair, College Performance Management Team

APPROVED:


JOY M. SORROSA, Ph.D. 
SUC President III

Designation	Initials	Date
POII	SRLD	02.06.25

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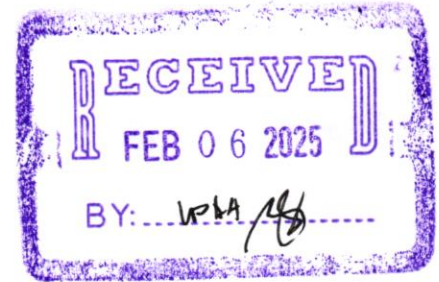
Institute of Aquatic and Applied Sciences

February 05, 2025

JOY M. SORROSA, PhD
SUC President III
This College

Davao del Norte State College
RECORDS OFFICE

RECEIVED
FEB 07 2025



Dear Dr. Sorrosa,

Signature: _____ Time: _____

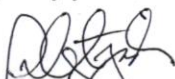
Greetings!

The undersigned would like to inform you that **MS. JOAN CRISTIN E. ALIPOYO** requested to add members for the IAAS IPCR Review Committee in accordance with Performance-Based Bonus-Performance Management Group (PBB-PMG) FY 2023. She served since 2019 as part of the committee together with Ms. Torrejos. In line with this, I would like to recommend **MS. KRILLETTE I. MAHINAY** and **MR. CARL JOSEPH O. CASTAÑEDA** as additional members of the IAAS IPCR review committee. Their services will help enhance the efficiency and effectiveness of the committee's performance evaluation processes.

Your favorable action to this request is highly appreciated.

Thank you very much.


Very truly yours,


ROSIE LYNN P. TEJADA, PhD
IAAS Dean

Recommending Approval:


GIRLEY S. GUMANAO, PhD
Vice President for Academic Affairs

APPROVED:


JOY M. SORROSA, Ph.D.
SUC President III

DNCSA Received 02-07-25
10:09am

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DAVAO DEL NORTE STATE COLLEGE

Office of the College President

OFFICE SPECIAL ORDER NO. 146
Series of 2023

To : ALL CONCERNED PERSONNEL

Date : May 11, 2023

Subject : COMPOSITION OF THE PERFORMANCE BASED-BONUS - PERFORMANCE MANAGEMENT GROUP (PBB-PMG) FOR FY 2023

In the exigency of service and for the smooth implementation of the national government mandated system of awarding performance-based incentives, in particular the top-up "Performance-Based Bonus" (PBB), and as endorsed by the Coordinator for PBB and SUC Leveling Management Unit (PSLMU), the composition of the Performance-Based Bonus-Performance Management Group (PBB-PMG) of the Davao del Norte State College for FY2023 is hereby constituted with the following composition:

Executive Committee:

Chairperson	:	Dr. Joy M. Sorrosa, SUC President III
Vice-Chairperson (Academics)	:	Dr. Girley S. Gumanao, VPAA
Vice-Chairperson (Administration)	:	Dr. Reir Erlinda E. Cutad, VPAF
Vice-Chairperson (REP)	:	Dr. Eliseo F. Huesca, Jr., VPREP
Members	:	Dr. Charlo Bianci M. Guray, PRM Director
		Dr. Ma. Melanie N. Edig, Quality Assurance Director
		Ms. Melissa G. Dalumay, Executive Affairs Director

Functions:

- Discuss and decide amendments in the College delivery units and assign individuals (clustering) to the delivery units.
- Oversee and observe the performance of delivery units and individuals
- Guide the committees under the PMG and ensure the guidelines and instruments for evaluation encompass the essence of awarding the PBB are fair and just for all.
- Approve the changes in the performance evaluation guidelines and instruments for delivery units and individuals.
- Undertake the forced ranking of the delivery units.

PBB Focal Person:

Head	:	Mr. John Rae V. Duran, PSLMU Coordinator
Secretariat	:	Ms. Ladymae B. Daquio, HRM Staff
		Ms. Christel T. Palara, Planning Staff

Function:

- Coordinate with DUs and offices for the completion of institutional reports, form requirements and other documents required by the IATF for PBB awarding.

Good Governance Compliance Committee:

Chairperson	:	Mr. Rhaymart Joe O. Gella, Budget Officer/OIC-Finance Director
Vice-Chairperson	:	Ms. Czarina Nicole Lara M. Lanes, PIO
Members	:	Ms. Raquel J. Edjec, HRM Head
		Ms. Missiel B. Magno, BAC Staff
		Mr. Jeffrey B. Rafil, Supply Staff

Functions:

- Ensure the compliance of the College to the different requirements for good governance.
- Monitor the compliance of the delivery units to the good governance targets.
- Submit the compliance report of the different delivery units to the Executive Committee.

Performance Guidelines Committee:

Chairperson	:	Mr. John Rae V. Duran, PSLMU Coordinator
Members	:	Ms. Samsel Rhys A. Pampilon, Program Chairperson-ITED
		Mr. Boyeth C. Pelone, Program Chairperson - ILEGG



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

Ms. Maricielo Paula E. Funa, *Guidance Counsellor*

Ms. Gemma G. Cervantes, *School Nurse*

Ms. Ladymae B. Daquio, *HRM Staff*

Secretariat

Functions:

- Disseminate vital information and ensures complete understanding of the MFOs and Performance Indicator targets of the College to the different delivery units.
- Assess the working guidelines and evaluation instruments, both for delivery units and individuals, in consonance with respective functions and responsibilities, Institutional MFOs, IATF Memorandum Circulars, CSC-SPMS Guidelines, and other regulations concerning the grant of PBB.
- Discuss the draft changes in the evaluation guidelines and instruments with the delivery units and gather vital inputs for improvement of guidelines and instruments.
- Integrate recommendations and make the final validation with the said delivery units.
- Submit the finalized guidelines and Instruments to the Executive Committee for approval.
- Conduct the information dissemination of the final performance guidelines and instruments to the delivery units and individuals in the College for their appreciation of the PBB and understanding of the mechanics of the performance evaluation.

College Evaluation Committee

Bureau A (Teaching Personnel)

Chairperson : Ms. Samsel Rhys A. Pampilon
Vice Chairperson : Mr. Ian S. Somosot
Members :

ITED	IAAS	IC	ILEGG
Mr. Ivan N. Gallegos Ms. Analiza C. Paña	Ms. Ria Jayne A. Tabinas Prof. Bernandita T. Rodriguez Ms. Christine Mae A. Edullantes	Ms. Laami C. Ibañez Mr. Jumar S. Buladaco	Ms. Joana Ros Fahit Ms. Frincess Jade Cajano Mr. James M. Jadraque

Bureau B (Non-Teaching Personnel)

Chairperson : Ms. Gemma G. Cervantes
Vice Chairperson : Ms. Maxiliane Marie F. Mendoza
Members : Ms. Vanesa E. Cabasan
Ms. Jinnah T. Enumerables
Mr. Carl Joseph C. Castañeda
Mr. Irvin Glen S. Santamaria

Functions:

- Receive the IPCR/OPCR from the Planning and Resource Management Office and check its completeness.
- Evaluate the College performance on the four accountability dimensions and Individuals' performance.
- Conduct the performance evaluation of the delivery units and their contribution to the institutional PIs and MFOs.
- For the chairperson and vice-chairperson, determine the percentage of delivery units' actual accomplishment against its targets.
- Conduct the initial ranking of the delivery units for PRAISE.
- Recommend the evaluation results of the compliant delivery units, individuals, and the dimensions of accountability to the review committee.

College Review Committee:

Bureau A (Teaching Personnel)

Chairperson : Mr. Boyeth C. Pelone
Vice Chairperson : Prof. Sevetrim B. Torrejos



DAVAO DEL NORTE STATE COLLEGE

Office of the College President

Members

ITED	IAAS	IC	ILEGG
Mr. Sigfred F. Navasquez Mr. Nolie C. Guadalquivir, Jr.	Ms. Joan Cristin E. Alipoyo	Ms. Jonilyn T. Dabalos Dr. Hazel A. Gameng	Mr. Mark Lester Navales Ms. Eunice Redith S. Manalo Mr. Gerry Louis O. Gallano

Bureau B (Non-Teaching Personnel)

Chairperson	Ms. Maricelo Paula E. Funa
Vice Chairperson	Ms. Celia M. Garbosa
Members	Ms. Marichelle C. Maglinao Mr. Jerry O. Salinas Ms. Rosebud C. Padios

Functions:

- review the evaluation results of delivery units, individuals, and dimensions of accountability as to compliances with the performance evaluation guidelines.
- Conduct verification of the accomplishments of delivery units, individuals, and dimensions of accountability provided in the IPCR/OPCR.
- Submit the ratings of the delivery units, individuals, and accountability dimensions to the PBB coordinator, which will be endorsed to the Executive Committee for the approval.
- Submit the final ranking of delivery units for PRAISE.

Grievance Committee

Chairperson	Dr. Ma. Melanie N. Edig, <i>Quality Assurance Director</i>
Vice-Chairperson	Mr. Daniel Fritz V. Silvallana, <i>IIEAO Head</i>
Member	Mr. Junry R. Lanoy, <i>Student Discipline Coordinator</i>

Functions:

- Act as the "Sumbungan ng Bayan" with regards to the implementation of the performance evaluation of individuals or delivery units.
- In case of grievances raised by any individual/s or delivery units, conduct hearing and effort to resolve the grievances at their level; otherwise, act as the elevating body to resolve the issue at the level of the Executive Committee.
- Prepare report of grievances/actions taken and submit to the Executive Committee.

As such, you are to perform the duties and responsibilities pertaining to your committee assignment. You will likewise set timelines consistent to the prevailing national government guidelines issued.

This Office Special Order supersedes previous issuances and takes effect immediately and remains in force and in effect until sooner revoked or amended by competent authority.


JOY M. SORROSA, PhD
SUC President III

Cc:

VPAA	VPREP	VPAF
IAAS	DRDD	DAS
IC	DED	DFSD
ILEGG	DPD	HRMO
ITEd	DEA	COA
IAdS	DQA	CAO
OSDS	DPRM	PIO
		Record's Office

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Email: president@dnsc.edu.ph
Facebook Page: www.facebook.com/dnscdavaonorthestatecollege

