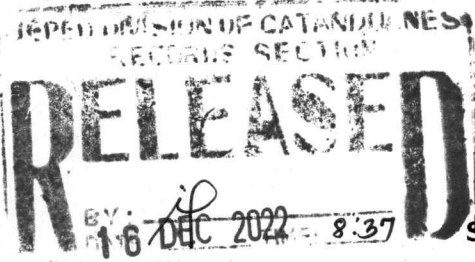




Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM:

No. 594 s. 2022

SDO YEAR-END COORDINATION MEETING AND CHRISTMAS PARTY 2022

TO : Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Section Chiefs/Unit Heads
Public Schools District Supervisors/In-Charge of Districts
All SDO Personnel (Regular permanent, Casual/Jos)
All Others Concerned

1. Relative to DepEd Order No. 02, s. 2015 re: Results-Based Performance Management System (RPMS), this office will conduct a Year-End Evaluation of Performance for all personnel based on Key Result Areas (KRAs) reflected in their Individual Performance Commitment Review Form (IPCRF) from January to December 2022.
2. This activity aims to:
 - a. ensure that each employee is performing well according to the mandates of his/her position based on KRAs for CY 2022 by presenting accomplished IPCRF
 - b. review and evaluate IPCRFs in terms of accomplishment targets, issues encountered and Means of Verifications (MOVs) per Key Result Area (KRA
 - c. forge commitments for improvement of performance in the next cycle of performance evaluation
3. In preparation for this Performance Review for CY 2022 and Development Planning for CY 2023, a coordination meeting per Functional Division shall be held on **December 22, 2022, from 8:00 AM to 12:00nn** at their respective offices. A simple SDO Christmas Party follows to start at **1:00 PM** at the **Rakdell Inn, San Pedro, Virac Catanduanes.**
4. All expenses incurred relative to the conduct of this activity shall be charged to SDO funds, subject to existing accounting and auditing rules and regulations.




San Roque, Virac, Catanduanes
(052) 811-40-63
catanduanes@deped.gov.ph
www.depedrovcatanduanes.com
DepEd Tayo-Region V - Catanduanes



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5. The schedule of activities and Working Committees for this activity are found in the Enclosure.
6. Immediate dissemination of and compliance with this Memorandum is desired.

By the Authority of the Schools Division Superintendent:


MA. LUISA T. DELA ROSA
Assistant Schools Division Superintendent
Officer-In-Charge

Encls:

As stated

To be indicated in the Perpetual Index

Under the following subjects:

EMPLOYEES
MONITORING AND EVALUATION
PERFORMANCE

MBL/DM-SDO Coordination Meeting and Christmas Party
12/December 15, 2022



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Enclosure No. 1

SDO COORDINATION MEETING CUM CHRISTMAS PARTY
December 22, 2022

Schedule of Activities

- Part I: Coordination Meeting per Functional Division (8:00AM to 12nn)
Part II: Christmas Party @ Rakdell Inn, San Pedro, Virac (1:00-5:00PM)

WORKING COMMITTEES

- | | |
|----------------------------|--|
| Program | - Mr. Mark Lester Urbano
Mr. Jullo Bono
HRMO and ICT Unit |
| Stage and Hall preparation | - Ms. Eva Tolentino
Utility |
| Food | - Ms. Cristina Barrameda
Ms. Christy De Leon |
| Tarpaulin | - Ms. Christine Louise De Leon |
| Prizes | - Ms. Ma. Cielo Tubale
Ms. Marichelle Llave
Ms. Liza Bernardo
Mr. Rodger Matienzo
Mr. Angelo James Aguinalde |
| Attendance | - Ms. Cherie Perez
Records Section |

Note:

Each functional Division will prepare an Intermission Number

Attire: OSDS - touch of Blue
CID - touch of Red
SGDO - touch of Green



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