

Department of Education

REGION V HOOLS DIVISION OFFICE OF CATANDUANES

UNNUMBERED MEMORANDUM OSDS-OASDS-UM-12-18-2023

TO:

Assistant Schools Division Superintendent

Chief Education Supervisors Education Program Supervisors Section Chiefs/Unit Heads

Public Schools District Supervisors/In-Charge of the District

All SDO Personnel (Regular Permanent, COS, JO, GIP)

All Others Concerned

By the Authority of the Schools Division Superintendent

FROM

EVA S. TOLENTINO

Administrative Officer V

Officer-In-Charge

SUBJECT:

YEAR-END PERFORMANCE IMPLEMENTATION REVIEW,

REWARDS AND RECOGNITION (ONDRA CATANDUNGAN

2023) AND GENDER AND DEVELOPMENT (GAD)

PLANNING AND BUDGETING FOR FY 2024 AND

CHRISTMAS PARTY

DATE

December 18, 2023

- 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 Form (IPCRF) from January to December 2023, Awards and Recognition to Lead Program Implementers and a Planning and Budgeting for GAD activities for CY 2024 and SDO Christmas Party.
- 2. These activities aims to:
 - a. review and evaluate the performance of each employees and ensure they are performing well according to the mandates of his/her position based on KRAs;
 - b. plan and budget of GAD fund for CY 2024
 - c. recognize the Outstanding Lead Program Implementers for their meritorious achievements.











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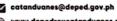
Department of Education REGION V SCHOOLS DIVISION OFFICE OF CATANDUANES

- 3. These activities shall be held on December 22, 2023 from 8:00 AM to 12:00nn. A simple SDO Christmas Party will follow that will start at 1:00 PM at SDO Lobby.
- 4. All expenses to be incurred relative to the conduct of these activities shall be charged to SDO Funds, subject to existing accounting and auditing rules and regulations.
- 5. The schedule of activities and working committees for this activity are found in the Enclosure.
- 6. Immediate dissemination and compliance with this memorandum is desire.











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Department of Education Region v

SCHOOLS DIVISION OFFICE OF CATANDUANES

Enclosure No. 1

Schedule of Activities

PART I: 8:00 AM to 12:00 noon

Year-End Performance Review
GAD Planning and Budgeting for CY 2024
Awarding of Outstanding Lead Program Implementer (Funded and Unfunded)

PART II: 1:00 PM onwards

SDO Christmas Party

WORKING COMMITTEES

Program

Romel G. Petajen Gina L. Custodio

Carol P. Gil

Roma Angelee A. Soleybar Imaculate T. Latorre

Event Management and Program Flow- Frankie T. Turalde

Plaque and Certificates-

Marife B. Brequillo

Dr. Kristine G. Santelices

Jesslyn T. Taway Jake M. Tablo Jean Flor Q. Cestina

Rewards and Recognition Team

Invitation and Program Distribution-

Imaculate T. Latorre Jenelyn T. Laid

Hall Preparation -

Eva S. Tolentino Virgilio J. Molina Jr. Jade T. Concepcion

Admin. Aide I/Security Guard

COS/JO

Stage Decoration-

Aroline T. Borja

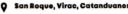
Jogene Alily C. San Juan Peachie Roshelle T. Chavez

Shelita G. Valeza Jackelyn T. Camacho Gerald Sabayle









052-8114063





Republic of the Philippines

Department of Education **REGION V** SCHOOLS DIVISION OFFICE OF CATANDUANES

Food and Accommodation- Cristina T. Barrameda

Cristy S. De Leon Marichelle B. Llave Rey C. Bonayon

Emeline Francia P. Abrasaldo Games

> Ahdel D. Idanan Amylou B. Celso Jennifer S. Casallo

Angelo James O. Aguinalde Prizes

> Liza R. Bernardo Marichelle B. Llave Nimfa R. Arcilla

Documentation and Tarpaulin-Jennifer B. Metica

Bryan Laguda Jake M. Tablo Lemuel V. Vargas

Cherie V. Perez Attendance

> Alexa May B. Abundo Cristy S. de Leon

NOTE:

Each Functional Division will prepare an Intermission Number

EXCHANGE GIFT - in the amount of P300.00 only

OSDS- touch of Red Attire:

CID - touch of Yellow SGOD- touch of Green







