


Republic of the Philippines
Department of Education
REGION V
SCHOOLS 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

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 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.



San Roque, Virac, Catanduanes

052-8114063

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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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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



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- Food and Accommodation-** Cristina T. Barrameda
Cristy S. De Leon
Marichelle B. Llave
Rey C. Bonayon
- Games** - Emeline Francia P. Abrasaldo
Ahdel D. Idanan
Amylou B. Celso
Jennifer S. Casallo
- Prizes** - Angelo James O. Aguinalde
Liza R. Bernardo
Marichelle B. Llave
Nimfa R. Arcilla
- Documentation and Tarpaulin-** Jennifer B. Metica
Bryan Laguda
Jake M. Tablo
Lemuel V. Vargas
- Attendance** - Cherie V. Perez
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

Attire: OSDS- touch of Red
CID - touch of Yellow
SGOD- touch of Green



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