



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
SCHOOLS DIVISION OFFICE OF SURIGAO CITY
Surigao City

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November 27, 2019

DIVISION MEMORANDUM

No. 089 s. 2019

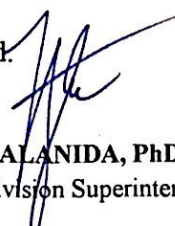
**2019 YEAR-END PERFORMANCE REVIEW, 2020 PLANNING WORKSHOP
and DIVISION FELLOWSHIP**

To : Assistant Schools Division Superintendent
Chief CID and SGOD
Education Program Supervisors
Public Schools District supervisors
Division Section Heads
All Division Office Personnel
This Division



1. As stipulated in DepEd Order No. 2, s. 2015 entitled "Guidelines on the establishment and implementation of the Results – Based Performance Management Systems (RPMS) in the Department of Education", this Division deemed it necessary to conduct a performance review for a continuous drive on performance evaluation and assessment. This general periodic process assesses all Division Personnel on job performances, goals and organizational priorities. Hence, the 2019 Year-End Performance Review and 2020 Planning Workshop that will be conducted on December 20, 2019. Venue will be announced later.
2. **The presentation of the 2019 Annual Accomplishment Report and review of the 2019 OPCRf will be done in the morning.** To prepare the consolidated annual accomplishment report of the three (3) Functional Divisions, each Division/Section is required to submit a report in PowerPoint format, together with the MOVs, its fourth (4th) quarter accomplishments to Ms. Fritzie Gay S. Lusica, the SEPS for Planning and Research, on or before December 10, 2019. Each functional division is also required to bring copies of their 2019 OPCR/IPCR on the presentation date as basis for the review and the planning workshop for 2020 targets. Participants must bring their own laptops and extension wires.
3. Alongside, with the goal of checking the accomplishments of the three functional divisions against their set targets, a **Fellowship activity will also be conducted for all the Division Office personnel at 3:00 PM to 8:00 PM of the said date.** This is to foster sense of belongingness and oneness between and among everyone in the organization which is important while working towards the fulfillment of shared goals for quality delivery of services towards its clientele.

4. All expenses to be incurred for this activity shall be charged to Division MOOE with attribution to GAD funds subject to the usual government accounting and auditing rules and regulations;
5. Please be guided accordingly.
6. Immediate and wide dissemination of this memorandum is desired.



KAREN L. GALANIDA, PhD, CESO VI
Schools Division Superintendent

Inc. : As stated

Reference : none

To be indicated in the Perpetual Index under the following subjects :

YEAR END OPCR 2019 PLANNING WORKSHOP FELLOWSHIP

Allotment : 3,4

JRJ: 11272019