



Republic of the Philippines
Department of Education

Region XII
City Schools Division of Tacurong

November 20, 2023

DIVISION MEMORANDUM

OSDS No. 181 s. 2023

**2023 YEAR-END PERFORMANCE REVIEW AND EVALUATION, 4TH
QUARTER MEETING AND TEAM-BUILDING OF ADMINISTRATIVE OFFICER
II AND OTHER PERSONNEL UNDER ADMINISTRATIVE SERVICES**

To: Assistant Schools Division Superintendent
Cluster Heads and School Heads
Administrative Officer V
Section Heads (HR, Supply, Records, General Services)
Administrative Officers II
All Other Concerned Personnel
This Division

1. Every organization has its own vision and mission. Its functions and that of its individual members' must be in conformity with its vision and mission. To know whether the Administrative Officers achieved their targets based on the OPCRf of the Office and their IPCRF, there must be review and evaluation of their performance for the CY 2023.
2. Relative to this, the personnel under the Administrative Unit in the SDO proper, the Administrative Officer II and all other personnel involved in administrative functions in the school level will conduct Year-End Performance Review and Evaluation, 4th Quarter Meeting and Team-Building Activity on December 15-16, 2023 at BG Resort, Maasim, Sarangani.
3. The objectives of the Activity are the following:
 - a) to update the participants on the new policies under the administrative services
 - b) to conduct evaluation on their performance for the CY 2023 vs. the targets
 - c) to identify the development needs of the AO II & other administrative personnel
 - d) to foster camaraderie and harmonious relationship among the administrative personnel through the team-building activities.



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4. Per diems, transportation, and other incidental expenses relative to the conduct of the 2-day activity of the school-based participants shall be charged from the school MOOE/local funds while expenses for the SDO personnel shall be charged from the Division MOOE subject to budgeting, accounting and auditing rules and regulations.
5. A one (1) day Compensatory Time Credit (CTC) shall be granted to all participants and members of the Technical Working Groups for a one (1) day service to be rendered on December 16, 2023 (Saturday) subject to the existing guidelines of the Civil Service Commission.
6. Attached are the List of Participants and Training Schedule for ready reference.
7. Participants are advised to bring laptop and 2023 IPCRF (Performance Target as calibrated during the Mid-year Review) for the workshop.
8. Concerned Cluster/School Heads shall ensure 100% attendance of all the identified personnel in the list.
9. Wide dissemination and compliance of this Memorandum is highly enjoined.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosure: As stated.
Reference: D.O. No. 2, s. 2015
Allocation: None
To be indicated in the *Perpetual Index* under the following subjects:

EMPLOYEE EVALUATION PERFORMANCE REVIEW

ZNB/ADMIN/OSDS/DM/2023 YEAR-END PERFORMANCE REVIEW AND EVALUATION, 4TH QUARTER MEETING AND TEAM-BUILDING OF ADMINISTRATIVE OFFICER II AND OTHER PERSONNEL UNDER ADMINISTRATIVE SERVICES/November 20, 2023



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Annex A.

Program Management Team

Executive Committee

1. Gildo G. Mosqueda, CEO VI - Schools Division Superintendent
2. Mervie Y. Seblon, CESE - Asst. Schools Div. Superintendent

Resource Persons/Speakers

1. Mervie Y. Seblon
2. Zenaida B. Porras
3. Glenda P. Orcinado
4. Jennifer A. Tayag

Secretariat/Technical Working Group

1. Alma Gamboa
2. Adelpa A. Abenoja
3. Ellen Rose L. Bade

M & E

1. Mohani M. Paguitan

Program Managers:

1. Zenaida B. Porras
2. Glenda P. Orcinado



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Doc. Ref. No.	Template PPA	Rev	1
Effectivity	[Comments]	Page	5 of 7



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OFFICER II AND OTHER PERSONNEL UNDER ADMINISTRATIVE
SERVICE**

List of Participants

No.	Name	Positions	School
1	COSTAS, DANIEL E.	AO-II	BES
2	DORADO, MICHELLE M.	AO-II	EPBMES-MAIN
3	DUADUA, JACQUELINE F.	AO-II	SEES/PAES/CPVES
4	ESTANISLAO, DOREEN LOU J.	AO-II	RMES
5	LAVALLE, JOSIE E.	AO-II	JACS/UKES
6	LEYNES, RAIZA GRACE O.	AO-II	SAES
7	MACAILING, GEOSALYN L.	AO-II	NLES
8	PACLIBAR, CONCEPCION G.	AO-II	JHLES
9	QUIBUYEN, CHINNIE B.	AO-II	TES/SRES/VPDES
10	ROSALES, KRIZLE C.	AO-II	NICES
11	RUELAN, SARRAH JANE G.	AO-II	MAMMES
12	SANDIG, RADDY P.	AO-II	AFCES
13	SEBASTIAN, CHARIEBEN B.	AO-II	TPES
14	SEGURA, PAULO MIGUEL C.	AO-II	LMES
15	TORING, MARIALINA A.	AO-II	ASIS
16	VILLAMOR, MERRY ANN S.	AO-II	MZBES





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List of Participants

No.	Name	Positions	School
17	BATISLAONG, MARICAR S.	ADAS III	SENHS
18	CUYONG, SHIRLYN D.	AO-II	SDO PROPER
19	DASMARINAS, GLAIZA S	ADAS II	RMNHS
20	DELANTAR, CARLO ALEJ T.	ADAS-II	TNHS
21	GABATO, CHARMAINE MAE H.	ADAS-II	SPNHS
22	QUINES, MERRY QUEEN S.	ADAS II	UKNHS
23	SAJOR, GLENDAILLE JOI F.	AA-III	ASBMNHS
24	SESPEÑE, RALPH JAN P.	AA-III	VFGMNHS

