



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

December 16, 2022

DIVISION MEMORANDUM

No. , 470 s. 2022

**CONDUCT OF YEAR-END REVIEW, EVALUATION OF ACCOMPLISHMENTS OF
THE UNITS AND EMPLOYEES OF THE SCHOOLS DIVISION OFFICE AND
CELEBRATION FOR THE PRODUCTIVE 2022**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public School District Supervisors
School Heads of Public and Private Schools
Unit Heads
SDO Personnel
All Others Concerned

1. In compliance to DO 2, s. 2015 titled "Guidelines on the Establishment and Implementation on the Results-Based Performance Management System (RPMS) in the Department of Education" this Office shall conduct a Year – End Review, Evaluation of Accomplishments of the units and employees of the SDO on December 22 – 23, 2022 at Miami Heat Beach Resort, Morong, Bataan. This is the Phase 3 of the RPMS which is conducted at the end of the Performance Management Cycle.
2. The activity aims to:
 - conduct performance review and evaluation (RPMS Cycle-Phase 3);
 - present the division and units accomplishments versus the targets;
 - consolidate the overall ratings for the actual accomplishments and results;
 - use the performance review and evaluation in the performance rewarding and development planning; and
 - celebrate the accomplishments resulting in a productive 2022
3. Participants in this activity include the Assistant Schools Division Superintendents, Division Chiefs, Education Program Supervisors, Public Schools District Supervisors, section heads of the SGOD, unit heads of the OSDS, and all Schools Division Office personnel.





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4. This Memorandum shall serve as the travel authority of all participants.
5. It is expected that all participants observe the minimum health standard protocols in compliance to Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines for the Management of Emerging Infectious Disease as pre-emptive interventions to combat COVID 19.
6. For continuous delivery of quality basic services, this Office is open specifically the Records section to receive documents as part of the usual operation of business processes. Health and safety protocols set by the Inter-Agency Task Force (IATF), Department of Health (DOH) and DepEd shall be strictly implemented and always observed.
7. Expenses to be incurred in the conduct of this activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
8. Enclosure No. 1 is the Matrix of Activities for reference.
9. Immediate and wide dissemination of this Memorandum is desired.


ROWENA T. QUIAMBAO, CESE

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent





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MATRIX OF ACTIVITIES

Day 1- December 22, 2022

| TIME | ACTIVITY | PERSONNEL-IN-CHARGE |
|----------------|--|---|
| 7:30-8:00 | Assembly Time | |
| 8:01 | Departure-SDO Bulacan | |
| 12:00 noon | Arrival at the Venue | |
| 12:00 – 1:00PM | Check-in Time/Lunch Break | Hotel Personnel |
| 1:00 – 1:30PM | Registration | SGOD |
| 1:30 – 2:00PM | Opening Program | SGOD |
| 2:00- 5:00PM | Presentation of Annual Accomplishments <ul style="list-style-type: none"> • OSDS • SGOD • CID | SGOD and CID Chiefs and Unit Heads |
| 6:00 PM onward | - Dinner - Fellowship Night -Celebration of Accomplishments | OSDS Atty. Elmer Lopez President, SDO Employees' Union Agnes M. Seifnezhad, CPA Division Accountant |

Day 2- December 23, 2022

| TIME | ACTIVITY | PERSONNEL-IN-CHARGE |
|-------------------|---|---------------------|
| 8:00 – 9:00 | Management of Learning | Personnel Unit |
| 9:00 – 12:00 | Performance Review and Evaluation to be used for the Performance Rewarding and Development Planning | HRDS Raters |
| 12:00 – 1:00 | Lunch Break | |
| 1:00 – 4:00 | Continuation of Performance Review and Evaluation and preparation of summary of ratings | Raters |
| 4:00 – 5:00 | Closing Program | HRDS |
| 5:00 PM - 6:00 PM | Dinner | |



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