



Republic of the Philippines
Department of Education
REGION III
Schools Division Office of Bulacan

December 11, 2023

DIVISION MEMORANDUM

No. 514, s. 2023

**YEAR-END REVIEW, EVALUATION, AND PRESENTATION OF
ACCOMPLISHMENTS OF THE FUNCTIONAL DIVISIONS**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division Education Program Supervisors
Public Schools Division Supervisors
Unit Heads of the OSDS and SGOD
All SDO Personnel
All Others Concerned

1. Anent to DepEd Order No. 2, s. 2015, "Guidelines on the Establishment and Implementation of the results-Based Performance Management System (RPMS) in the Department of Education," offices are expected to conduct a Performance Review and Evaluation at the end of the performance cycle to assess the office and individual employees' performance level based on the commitments and measures as contained in the signed OPCRf and IPCRF. Relative to this, the Year-End Review, Evaluation, and Presentation of Accomplishments of the Functional Divisions shall be conducted on December 20 – 21, 2023 at a venue to be announced later.
2. The aims of this activity are as follows:
 - a. Conduct performance review and evaluation (RPMS Cycle-Phase III);
 - b. Present the division and unit accomplishments versus the targets;
 - c. Consolidate the overall ratings for the actual accomplishments and results; and
 - d. Use the performance review and evaluation in the performance rewarding and development planning.
3. Attendees to this activity include the Assistant Schools Division Superintendents, CID and SGOD Chiefs, Public Schools District Supervisors, Education Program Supervisors, Unit Heads of the OSDS and SGOD, and all SDO personnel.
3. Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
City of Malolos, Bulacan


Website: <https://bulacandeped.com>

Email: bulacan@deped.gov.ph



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4. Attached is Enclosure No. 1 – Work Matrix as reference.
5. This Memorandum shall serve as the travel authority of all participants.
6. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to combat any infectious diseases.
7. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD., CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 514, s. 2023

Work Matrix

Day/Time	Activity	In-Charge
Day 1 (In-charge CID)		
8:00 AM	Registration/Checking of Attendance/ Departure Time	TWG
11:00 AM	Opening Program <ul style="list-style-type: none"> • Singing of the Philippine National Anthem • Opening Prayer • Welcome Remarks <ul style="list-style-type: none"> • Inspirational Message <ul style="list-style-type: none"> • Statement of Purpose <ul style="list-style-type: none"> • Checking of Attendance <ul style="list-style-type: none"> • House Rules/Room Assignment 	Cecilia E. Valderama, PhD Assistant Schools Division Superintendent Norma P. Esteban, EdD, CESO V Schools Division Superintendent Zurex T. Bacay, PhD Assistant Schools Division Superintendent Program Host Proponent: SGOD
12:00noon	Lunch Break	
1:00PM	Activity Proper Year-End Review, Evaluation, And Presentation of Accomplishments of the Functional Divisions CID	Gregorio C. Quinto, Jr. PhD CID Chief



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	SGOD	Cecilia S. Custodio, PhD. SGOD Chief
	OSDS	Josefina Pedroche AO VI
8:00PM	Dinner	
Day 2 (In-charge OSDS)		
7:00AM	Breakfast	
8:00AM	MOL <ul style="list-style-type: none">Revisiting Targets in line with Office Functions Version 3	Functional Divisions
12:00 noon	Lunch Break	
1:00PM	Presentation of Outputs	Functional Division
4:00PM	Closing Program	
5:00PM	Departure	