

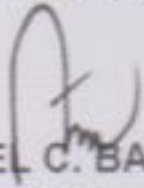


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO



MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
OIC- Chief, Curriculum Implementation Division
OIC-Chief, Schools Governance Division
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
All Others Concerned

FROM:  **ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT: PERFORMANCE REVIEW

DATE: July 25, 2018

1. There will be a Performance Review on August 6-7, 2018 at Momarco Resort & Hotel, Sitio Bathala, Brgy. Aldea, Sampaloc Rd., Tanay, Rizal . This is a **live-in activity**.
2. This activity aims to:
 - a. present the initial accomplishment and identify the gaps of each Unit;
 - b. discuss the ISO Internal Audit findings of all processes ; and
 - c. prepare Project Procurement Management Plan (PPMP) for each Unit and division.
3. Participants to this PERFORMANCE REVIEW are the Chiefs, all Unit Heads, ISO Internal Audit Head , QMR, and Selected SDO Personnel. All expenses to the said training shall be charged against Division MOOE fund subject to the usual accounting rules and regulations. It is also requested that participants should bring their laptop and extension.
4. Immediate dissemination of this Memorandum is earnestly desired.

UM- 324 S, 2018

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Enclosure No. 1

**PERFORMANCE REVIEW
Momarco Resort & Hotel
August 6-7, 2018**

NO.	NAME	POSITION
1	Dr. Rommel C. Bautista, CESO V	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC-ASDS
3	Lito A. Palomar	OIC-CID
4	Anselmo C. Celeste, Jr.	OIC-SGOD
5	Frederick B. Vallinas	Administrative Officer V-Admin
6	Christine T. Coronado	Administrative Officer IV-Personnel
7	Ragaam V. Dela Cruz	Administrative Officer V- Budget
8	Raquel F. Esguerra	Accountant III
9	Gavino S. Francisco	Administrative Officer IV- Cashier
10	Michael P. Glorial	Administrative Officer IV- Supply
11	Lilian C. Ababon	Administrative Officer IV- Records
12	Maria Florabel M. Tolentino	Information Technology Officer
13	Cristina C. Salazar	EPS- English
14	Priscilla V. Salo	EPS- LRMDS
15	Dr. Jonathan P. Domingo	EPS- SGOD
16	Alfonso L. Abogado	SEPS- Planning and Research
17	Engr. Madiel Verzola	Facilities Coordinator
18	Christine Joy T. Cabiles	Administrative Aide VI



Enclosure No. 2

EXECUTIVE COMMITTEE

Chairperson	:	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
Co-Chairperson	:	Dr. Gloria C. Roque OIC-Asst. Schools Division Superintendent
Members	:	Lito A. Palomar OIC-Chief, Curriculum Implementation Division Anselmo C. Celeste, Jr. OIC-Chief, School Governance and Operations Division Frederick B. Vallinas Administrative Officer V

TECHNICAL WORKING COMMITTEE

Registration/ Invitation	Christine Joy Cabiles	<ul style="list-style-type: none">• In-Charge of attendance• Prepare registration/ attendance sheet/meal attendance• Ensures that participants are registered• Prepare and distribute programs and invitation
Logistics	Michael P. Glorial	<ul style="list-style-type: none">• In-Charge of materials, accommodation and other needs
Documentation	Priscila V. Salo	<ul style="list-style-type: none">• Document event's significant details• Submit a narrative report containing the essential outcome of the event to the program head
Technical	Maria Florabel M. Tolentino	<ul style="list-style-type: none">• Check the sound system, projector, laptop and IT equipment to be used• Assist the discussants in their presentation



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Enclosure No. 3

Day 1

7:00-8:00 Part I. Registration

8:00-9:00 Part II. Program

National Anthem.....
Prayer.....
Checking of Attendance.....
Message.....
Statement of Purpose.....

9:00-12:00 Part III. Performance Review

Presentation of Initial Accomplishment (15 mins. Presentation & 3 Mins Q&A for each Unit)

Finance
Budget
Records
Supply
Facilities
ITO
HR
Admin
CID
SGOD

12:00-1:00 LUNCH

1:00-5:00 Budget Presentation and preparation of PPMP of all divisions and units

Day 2

8:00-12:00 Presentation of ISO Processes (with revisions)

12:00-1:00 LUNCH

1:00-5:00 Finalization and printing of processes