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

**TECHNICAL WORKING COMMITTEE**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Responsibilities</th>
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| Registration/ Invitation | Christine Joy Cabiles | - 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  | - In-Charge of materials, accommodation and other needs                           |
| Documentation         | Priscila V. Salo    | - 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 | - Check the sound system, projector, laptop and IT equipment to be used  
  - Assist the discussants in their presentation |
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