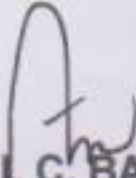




CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

MEMORANDUM

TO : Chief, School Governance and Operations Division
Senior Education Program Specialists
Education Program Specialists
Planning Officer III, PDO II (DRRM), PDO I (YFP Coordinator)
Medical Officer III, Dentists and Nurses
Administrative Aide

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

SUBJECT : **SCHOOL GOVERNANCE AND OPERATIONS DIVISIONS' PERFORMANCE REVIEW AND EVALUATION cum WORKSHOP**

DATE : November 29, 2018

To continuously adhere to the policy stipulated in DepEd Order No. 2 s. 2015 through review and evaluation of OPCRf and IPCRF as well as monitoring the conduct of the four-stage performance management system cycle and a review of the core services of each unit, the School Governance and Operations Division will conduct Performance Review and Evaluation cum Workshop on **December 17-19, 2018 at Ciudad Christhia Nine Waves Resort, San Mateo Rizal.**

The performance review, evaluation and workshop aims to:

- a. Review and evaluate performance of SGOD personnel based on accomplishment of performance target
- b. Provide feedback on the accomplishment report and incorporate revisions on the next performance cycle
- c. Present process flow of each section to harmonize functions and work processes
- d. Align activities with the specific tasks required in the Key Result Area
- e. Synchronize activities of the different sections for the preparation of SGOD Annual Calendar of Activities
- f. Prepare program design/proposal of the scheduled activity for FY 2019
- g. Establish strong working relationship through collaboration and compassion.

Participation of all concerned is highly expected.



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

Enclosure 1 to Office Memorandum No. 629 s. 2018

EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent

Co-Chairperson: **Dr. Gloria C. Roque**
OIC, Asst. Schools Division Superintendent

Members:
Dr. Jonathan P. Domingo, Chief, SGOD
Arlene L. Tayona, SEPS-HRD

TECHNICAL WORKING COMMITTEE

| COMMITTEE | IN-CHARGE | TERMS OF REFERENCES |
|---------------------------------|---|--|
| Registration | Raymond P. Villaraza Clerk Elaine C. Adolfo Nurse II | <ul style="list-style-type: none">• In-charge of attendance• Ensures that participants are registered• Prepares accomplished registration/ attendance sheets & submits to the Committee on Documentation• Prepares/submits the meal attendance sheet |
| Program | Myra B. Villareal Planning Officer III Dr. Gayle J. Malibiran EPS II-HRD | <ul style="list-style-type: none">• Prepares/distributes program• Confirms attendance |
| Certificates | Noel C. Meriño, PDO II Jed David S. Dela Cruz Nurse II | <ul style="list-style-type: none">• Prepares/distributes certificates |
| Food and Refreshments | Arlene Dulin Nurse II Salvador Waniwan Nurse II | <ul style="list-style-type: none">• Oversees foods to be served for meals and snack and ensures that all attendees were able to have their share of the food |
| Documentation | Maan Barreto PDO I Nowena G. Torreja Clerk | <ul style="list-style-type: none">• Documents event of the session and submits narrative and pictorial report in hard and soft copies |
| Technical, Physical Arrangement | Alfonso L. Abogado SEPS-P&R Rizalvy Pineda EPS II-SocMob | <ul style="list-style-type: none">• In-charge of video/ppt. presentations• Checks the sound system, laptop and ICT equipment to be used• Prepares backdrop, tarpaulin and other decoration to be used during the opening and closing program• Prepares the area/room to be used for the session |
| Monitoring and Evaluation | Dr. Isabel M. Gonzales SEPS-M&E Flordeliza O. Mendiola EPS II-M&E | <ul style="list-style-type: none">• Monitors and evaluates the conduct of the symposium• Administers and retrieves M & E Tool |
| Medical | Dr. Rico Desiree Reyes Medical Officer Phanny S. Ramos | <ul style="list-style-type: none">• Attends to the health needs of the participants & staff |



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| | <p>Nurse II Dr. Joseph John Formoso Dentist II Dr. Myr Sampinto Dentist II</p> | |
| Games and Awards | <p>Albeno L. del Monte Jr. SEPS-SocMob Louie Baculo PDO I</p> | <ul style="list-style-type: none">• Facilitates the conduct of socials, games and team-building activities• Assists in the awarding of prizes |



CITY SCHOOLS DIVISION OFFICE OF ANTIPOLO CITY

Enclosure 2 to Office Memorandum No. 429s. 2018

TRAINING MATRIX

2018 SGOD YEAR-END PERFORMANCE EVALUATION CUM WORKSHOP

December 17-19, 2018 at Ciudad Christia 9 Waves Resort, San Mateo Rizal.

| | December 17 (Monday) | December 18 (Tuesday) | December 19 (Wednesday) |
|-------------|--|--|---------------------------------|
| Time | Activities | Activities | Activities |
| 7:30 – 8:00 | Registration | | |
| 8:00 – 8:20 | Opening Program | MOL (Team A) | MOL (Team B) |
| 8:20-9:00 | Presentation of Accomplishment Report per Section <ul style="list-style-type: none">• EPS-SGOD• P&R• M&E• HRD | Workshop on Crafting & Alignment of 2019 IPCRF (Continuation) | Seminar on Teamwork |
| 9:00-9:20 | Break | | |
| 9:20-10:00 | Presentation of Accomplishment Report per Section (Continuation) <ul style="list-style-type: none">• SOCMOB• DRRM• HEALTH• YOUTH FORMATION | Workshop on Preparation of Programs & Projects Per Section | Seminar on Teamwork |
| 10:00-10:30 | Presentation of Customers Feedback | | Team-Building Activities |



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|-------------|---|--|---|
| 10:30-11:00 | Presentation & Analysis of OPCRF vis-à-vis Units' Accomplishments | Workshop on Preparation of Programs & Projects Per Section <i>(Continuation)</i> | Team-Building Activities |
| 11:00-12:00 | Feedback on the Crafted 2018 IPCRF | | |
| 12:00-1:00 | Lunch Break | | |
| 1:00-2:00 | Presentation & Workshop on Process Flow per Unit/Section <ul style="list-style-type: none"> • EPS-SGOD • P&R • M&E • HRD | Workshop on Preparation of Calendar of Activities Per Section | Team-Building Activities |
| 2:00-3:00 | Presentation & Workshop on Process Flow per Unit/Section <i>(Continuation)</i> <ul style="list-style-type: none"> • SOCMOB • DRRM • HEALTH • YOUTH FORMATION | Presentation & Critiquing of 2019 IPCRF per Section <ul style="list-style-type: none"> • EPS-SGOD • P&R • M&E • HRD | Team-Building Activities |
| 3:00-3:20 | Break | | |
| 3:20-3:50 | Presentation of Proposed 2019 OPCRF | Presentation & Critiquing of 2019 IPCRF per Section <i>(Continuation)</i> <ul style="list-style-type: none"> • SOCMOB • DRRM • HEALTH • YOUTH FORMATION | Closing Program & Photo opps |
| 3:50-5:00 | Workshop on Crafting & Alignment of 2019 IPCRF | Finalization & Submission of Outputs | Home Sweet Home |



Enclosure 3 to Office Memorandum No. 629s. 2018

OPENING PROGRAM

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|------------------------|---|
| National Anthem | Albeno L. Del Monte Jr. <i>SEPS-SocMob</i> |
| Prayer | Dr. Isabel M. Gonzales <i>SEPS-M&E</i> |
| Checking of Attendance | Alfonso L. Abogado <i>SEPS-P&R</i> |
| Message | Dr. Rommel C. Bautista, CESO V <i>Schools Division Superintendent</i> |
| Statement of Purpose | Dr. Jonathan P. Domingo <i>Chief-SGOD</i> |
| House Rules | Arlene L. Tayona <i>SEPS-HRD</i> |

Dr. Gayle J. Malibiran
EPS II-HRD
Lady of Ceremony

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CLOSING PROGRAM

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|--------------------------|--|
| Prayer | Dr. Joseph John Formoso <i>Dentist II</i> |
| Message | Dr. Gloria C. Roque <i>OIC-Asst. Schools Division Superintendent</i> |
| Awarding of Certificates | Dr. Gloria C. Roque Dr. Jonathan P. Domingo |
| Closing Remarks | Dr. Rico Desiree Reyes <i>Medical Officer III</i> |

Myra B. Villareal
Planning Officer III
Lady of Ceremony