MEMORANDUM

TO: OIC-Asst. Schools Division Superintendent
    OIC-Chief, Curriculum Implementation Division
    Chief, Schools Governance Operation Division
    All Unit Heads
    All Others Concerned

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

SUBJECT: YEAR END PERFORMANCE REVIEW

DATE: December 17, 2018

1. There will be a Performance Review on December 20-21 at BSA Twin Towers St. Francis Building, Julia Vargas Cor. Ortigas Center, Mandaluyong City. This is a live-in activity.

2. This activity aims to:
   a. present accomplishment report;
   b. analyze data and strategies utilized in achieving the targets; and
   c. plan for future directions.

3. Participants to this YEAR END PERFORMANCE REVIEW are SDS, OIC-ASDS, Chiefs, all Unit Heads and Division Staff. 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-18052, 2018
@<GCR>
# LIST OF ATTENDEES

**PERFORMANCE REVIEW**

**December 20-21, 2018**

<table>
<thead>
<tr>
<th>No.</th>
<th>Name</th>
<th>Position/Designation</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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<tr>
<td>2</td>
<td>Dr. Gloria C. Roque</td>
<td>OIC- Assistant Schools Division Superintendent</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>Dr. Jonathan P. Domingo</td>
<td>Chief 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>Atty. Jeremiah Jan Agustin</td>
<td>Attorney III</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. Esguerra</td>
<td>Accountant III</td>
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<td>9</td>
<td>Gavino S. Francisco</td>
<td>Administrative Officer IV- Cash</td>
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<td>10</td>
<td>Christine Coronado</td>
<td>Administrative Officer IV- Personnel</td>
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<td>11</td>
<td>Michael P. Glorial</td>
<td>Administrative Officer IV- Supply</td>
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<td>12</td>
<td>Lilian C. Ababon</td>
<td>Administrative Officer IV- Records</td>
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<tr>
<td>13</td>
<td>Engr. Madiel D. Verzola</td>
<td>Engineer III</td>
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<tr>
<td>14</td>
<td>Maria Florabel M. Tolentino</td>
<td>ITO I</td>
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<tr>
<td>15</td>
<td>Christine Joy T. Cabiles</td>
<td>Administrative Aide VI</td>
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</table>
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

Dr. Jonathan P. Domingo
Chief, School Governance and Operations Division

Frederick B. Vallinas
Administrative Officer V

TECHNICAL WORKING COMMITTEE

| 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 | Dr. Jonathan P. Domingo | 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  


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Antipolo City Sports Educational Hub, Sen. L. Sumulong Circle, Brgy. San Isidro, Antipolo City  
(T2)

"EDUKASYONG TAPAT AT SAPAT DAPAT PARA SA LAHAT"