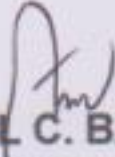




MEMORANDUM

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-457 S, 2018

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Enclosure No. 1

**LIST OF ATTENDEES
PERFORMANCE REVIEW
December 20-21, 2018**

No.	Name	Position/Designation
1	Dr. Rommel C. Bautista CESO V	Schools Division Superintendent
2	Dr. Gloria C. Roque	OIC- Assistant Schools Division Superintendent
3	Lito A. Palomar	OIC-CID
4	Dr. Jonathan P. Domingo	Chief SGOD
5	Frederick B. Vallinas	Administrative Officer V- Admin
6	Atty. Jeremiah Jan Agustin	Attorney III
7	Ragaam V. Dela Cruz	Administrative Officer V-Budget
8	Raquel F. Esguerra	Accountant III
9	Gavino S. Francisco	Administrative Officer IV- Cash
10	Christine Coronado	Administrative Officer IV- Personnel
11	Michael P. Glorial	Administrative Officer IV- Supply
12	Lilian C. Ababon	Administrative Officer IV- Records
13	Engr. Madiel D. Verzola	Engineer III
14	Maria Florabel M. Tolentino	ITO I
15	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 Dr. Jonathan P. Domingo 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	Dr. Jonathan P. Domingo	<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