



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118

November 28, 2017


DIVISION MEMORANDUM

No. 311 s. 2017

CONDUCT OF 2017 DIVISION YEAR-END PERFORMANCE REVIEW

To: Assistant Schools Division Superintendent
Chiefs Education Supervisors, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/Officers-In Charge of the District
Division Section Heads and Staff

1. The Division of Capiz will conduct a Year-End Performance Review on December 20, 2017 at the Division Multi-Purpose Hall.
2. The activity aims to:
 - a. Review programs and projects implemented from June-December 2017.
 - b. Share best practices; and
 - c. Highlight outstanding accomplishments.
3. The participants of this activity are the following:
 - a. Schools Division Superintendent;
 - b. Assistant Schools Division Superintendent;
 - c. Chief CID and Staff
 - d. Chief SGOD and Staff
 - e. Public Schools District Supervisors
 - f. Section Heads and Staff
3. Expenses incurred during the conduct of this activity are chargeable against Division INSET Fund subject to the usual accounting and auditing rules and regulations.
4. The matrix is found in Enclosure No. 1.
5. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent



MATRIX OF ACTIVITIES

TIME	ACTIVITY
8:00-9:00 a.m.	Opening Program/Rationale Dr. Segundina Dollete, Chief CID
9:00-9:30 a.m.	Review of programs and activities from June-December 2016 Dr. Marlon Destreza, Chief-SGOD
9:30-12.00 a.m.	Sharing of Best Practices CID- Education Program Supervisors SGOD- Education Program Specialists
12:00-1:00 p.m.	LUNCH BREAK
1:00-2:00 p.m.	Highlighting of Accomplishments Education Program Supervisors Education Program Specialists
2:00-3:30 p.m.	<p>UPDATES:</p> <p>Sir Nick Frio- Assistant Schools Division Superintendent</p> <p>Governance Dr. Marlon Destreza, Chief-SGOD</p> <p>Curriculum Dr. Segundina Dollete, Chief-CID</p> <p>Administrative Section Nenita Y. Fabiaña- Administrative Officer V</p> <p>Accounting & Finance Benjie Doce, CPA, MBA- Accountant III Nenito Dacles- Administrative Officer V (Budget)</p> <p>Supply & Property Rhodela Martinez- Administrative Officer IV(Supply)</p> <p>Record Rosario Barredo- Record Officer II</p>
3:30- 5:00 p.m.	Sharing of Good Tidings and Partnership Dr. Miguel Mac. D. Aposin- Schools Division Superintendent