



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

December 16, 2022

DIVISION MEMORANDUM

No. 542, s. 2022

CONDUCT OF 2022 DIVISION YEAR-END PERFORMANCE REVIEW

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Public Schools District Supervisors/ OIC of the Districts
All Others Concerned

1. This Office will conduct a Year-End Performance Review on December 28 - 29, 2022 at Capiz Division Multi-Purpose Hall.
2. This activity aims to:
 - a. review programs and projects implemented from January – December 2022;
 - b. share best practices; and
 - c. highlight outstanding accomplishments of SDO.
3. The participants to this activity are the following:
 - a. Schools Division Superintendent;
 - b. Assistant Schools Division Superintendent;
 - c. Chief Education Supervisors, CID & SGOD;
 - d. Education Program Supervisors;
 - e. Public Schools District Supervisors; and
 - f. Division Section Heads and Staff.
4. Expenses incurred during the conduct of this activity are chargeable against SDO Fund subject to the usual accounting and auditing rules and regulations.
5. The matrix and working committees are found in Enclosures no. 1 and 2.
6. Immediate dissemination of this Memorandum is desired.

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



Address: Banica, Roxas City
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Enclosure No. 1 to the Division Memo No 542

MATRIX OF ACTIVITIES

Day 1 – December 28, 2022

TIME	ACTIVITY
8:00 AM – 9:00 AM	Opening Program/Rationale
9:00 AM – 9:30 AM	Review of programs and activities from January – December 2022 Dr. Marlon Destreza, Chief - SGOD
9:30 AM – 12:00 NN	Sharing of Best Practices CID – Education Program Supervisors SGOD – Education Program Specialists
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 2:00 PM	Highlighting of Accomplishments Education Program Supervisors Education Program Specialists
2:00 PM – 3:30 PM	UPDATES: Ma. Lunie B. Sampani, CPA, MPA Assistant Schools Division Superintendent Governance Dr. Marlon Destreza Chief – SGOD Curriculum Dr. Segundina Dollete Chief – CID
3:30 PM – 5:00 PM	Administrative Section Kenneth D. Anoché EPS II – ALS/OIC – Office of the Administrative V Ma. Sharon S. Barrientos Administrative Officer IV



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	<p>Accounting and Finance Atty. Benjie B. Doce, CPA, MBA Accountant III</p> <p>Budget Nenito Dacles Administrative Officer V</p> <p>Supply and Property Rhodela Martinez Administrative Officer IV</p> <p>Record Rosario Barredo Record Officer II</p>
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Day 2 – December 29, 2022

TIME	ACTIVITY
8:00 AM – 9:00 AM	MOL
9:00 AM – 12:00 NN	Workshop Proper
12:00 NN – 1:00 PM	LUNCH BREAK
1:00 PM – 4:00 PM	Presentation of Outputs CID Section SGOD SECTION Administrative Section Accounting & Finance Section Budget Section Supply & Property Section Record Section Legal
4:00 PM – 5:00 PM	Critiquing Ma. Lunie B. Sampani, CPA, MPA Assistant Schools Division Superintendent Miguel Mac D. Aposin EdD, CESO V Schools Division Superintendent



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Enclosure No. 2 to the Division Memo No 542

COMMITTEES

Program – **CID Section**
Food and Sound – **Accounting Section**
Hall Preparation – **Supply Section**
Games and Supply – **SGOD & Administrative Sections**



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