



Republic of the Philippines
Department of Education
Region V (Bicol)

SCHOOLS DIVISION OFFICE OF LIGAO CITY
Binatagan, Ligao City
Telefax: (052) 202-0932/485-2496
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November 24, 2015

DIVISION MEMORANDUM
No. 61, s. 2015

1511452

**DIVISION YEAR-END PERFORMANCE REVIEW
CUM TRIBUTE TO RETIREES**

To: Division Chiefs

Section Chiefs

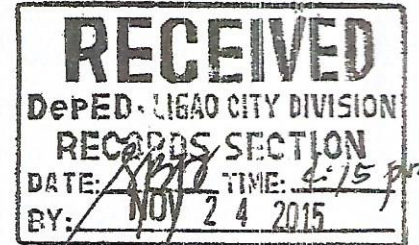
Education Program Supervisors

Public Schools District Supervisors

Senior Education Program Specialists

Education Program Specialists II

Elementary and Secondary Schools Heads



1. The Division of Ligao City shall be conducting the 2015 Year-End Performance Review on December 21, 2015 at a venue to be announced later.
2. The activity aims to:
 - a. determine the impact of implementation of programs and projects as indicated in the SIPs/AIPs/action plans; and
 - b. present the findings and assess the degree of implementation of programs and projects as a result of the evaluation
3. The expected participants of this activity are the following:

➤ Superintendent	- 1
➤ Administrative Officer V	- 1
➤ CID (Education Program Supervisors)	- 10
(Public School District Supervisors)	- 10
(Chief)	- 1
➤ SGOD	- 12
➤ Elementary School Heads	- 51
➤ Secondary School Heads	- 12
➤ Retirees	- 12
TOTAL	110
4. The performance review will be done through PowerPoint presentation using the attached template. Presentation should not exceed 10 minutes per presenter.
5. Mass offerings as act of thanksgiving shall be requested from each of the 3 districts and one from the secondary level.
6. Invitation to the concerned retirees will be channeled to the respective Public School District Supervisors.
7. All expenses for food, venue and other incidental expenses shall be charged to Division Fund while the transportation expenses of school participants shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
8. Attached to this memorandum are as follows: (a) year-end performance review template; (b) program of activities; and (c) working committees.
9. For the information, guidance and compliance of all concerned.

MARIA LUISA P. SAMANIEGO
Schools Division Superintendent
Officer-In-Charge

Incl.: As stated
To be indicated in the Perpetual
Index under the following subjects:

PERFORMANCE REVIEW

PERSONNEL





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**YEAR-END PERFORMANCE REVIEW PRESENTATION
TEMPLATE**

I. HIGHLIGHTS OF ACCOMPLISHMENTS

- a. Improving Access To Basic Education
- b. Improving Quality and Relevance of Basic Education
- c. Management of Educational Services (Policy Implementation along Instructional Supervision, Fiscal Management, Research, Physical Facilities, Linkages)

II. Issues and Challenges

III. Measures Taken and Should Have Been Taken

IV. Next Steps & Timeline of Activities

**2015 DIVISION YEAR-END PERFORMANCE REVIEW
CUM TRIBUTE TO RETIREES**

Date: December 21, 2015

PROGRAMME

PART 1 – Opening Program (1:00-2:00)

- Registration
- Thanksgiving Mass
- SNACKS
- Welcome Greetings
- Presentation of Participants

PART II – PERFORMANCE REVIEW (2:00-4:00)

- Division Highlights of Accomplishments
- LUNCH BREAK
- School Highlights of Accomplishments

❖ Presenter 1 - Mr. Michael Joseph Nazaria
(East District) HT 3, Buga Extension

Intermission Number – Ligao East District School Heads

❖ Presenter 2 - Mr. Eric L. Gangawan
(West District) ESP 3, LWCES (B)

Intermission Number – Ligao West District School Heads

❖ Presenter 3 - Mr. Marlon Asis
(South District) TIC, Catburawan E/S

Intermission Number – Ligao South District School Heads

❖ Presenter 4 - Mrs. Carmelita A. Sinson
(Secondary) SSP 4 – LNHS

Intermission Number – Secondary School Heads

PART III – TRIBUTE TO RETIREES (4:00-6:00)

- LECS Children Choir
- Awarding of Token/Plaques of Appreciation to Retirees
- Message
- Surprise Number
- Acknowledgement
- Thanksgiving Prayer



WORKING COMMITTEES

Program & Invitation

Joe-Bren L. Consuelo
Julius B. Gonzales

Chairman
Members

Registration and Certificates

Mary Jodelle E. Ollet
Mary Ann B. Registrado
Emalyn G. Rempis

Food

Edna G. Gregorio
Corazon O. Gacusan
Jhabie Obleada

Chairman
Members

Documentation

Lovella A. Manlangit
Anne Cecile C. Preligera
Ma. Cristina L. Consuelo

Stage Backdrop

Leo Moral
Jovito Oriola
Amable O. Poja

Chairman
Members

I.T.

Jojim B. Cordova
Angelo C. Imperial
Kevin Oro

Accommodation

Naciancino O. Obsequio
Nestor Bobier
Ariel Flores

Chairman
Members