



**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

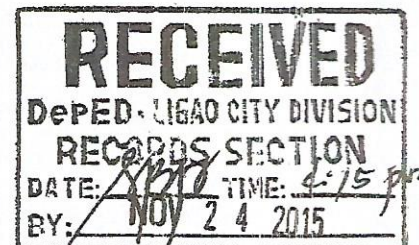
Education Program Supervisors

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
<b>TOTAL</b>	<b>110</b>
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







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