



11 December 2017

DIVISION MEMORANDUM

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To: ALL SCHOOLS DIVISION OFFICE PERSONNEL

2017 YEAR-END PERFORMANCE REVIEW AND ASSESSMENT

1. This Office announces the conduct of the **2017 Year-end Performance Review and Assessment** on December 21 - 22, 2017 at a venue to be announced later.
2. The activity aims to :
 - a. Appraise accomplishments for the year 2017;
 - b. Propose interventions to ensure attainment of targets by year-end; and,
 - c. Analyze performance and recognize achievements.
3. Participants to this activity are all Schools Division Office Personnel.
4. Enclosure No. 1 indicates the matrix for the activity.
5. Participants are directed to submit to the following not later than December 19, 2017 for consolidation their individual accomplishment reports using the format attached as Enclosure No. 2 to wit :

ITO Arthur F. Francisco	-	for OSDS
Chief Rolando T. Sotelo, DEM	-	for CID
SEPS Renato L. Ignacio	-	for SGOD
6. Expenses for the activity shall be charged against Division MOOE subject to usual accounting and auditing rules.
7. For immediate dissemination and compliance.


GERMELINA H. PASCUAL, CESO V
Schools Division Superintendent

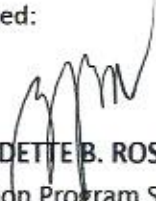
**2017 YEAR-END PERFORMANCE REVIEW AND ASSESSMENT
MATRIX OF ACTIVITIES
DECEMBER 21 - 22, 2017**

	DAY 1 December 21, 2017 In Charge : SGOD Division	DAY 2 December 22, 2017 In Charge : CID Division
7:00 – 8:00	BREAKFAST	BREAKFAST
8:00 – 8:30	REGISTRATION / OPENING PROGRAM	MOL
8:30 – 10:00	OSDS Accomplishment Report ARTHUR F. FRANCISCO Information Technology Officer	Analysis of OSDS Accomplishments MA. JIMA T. CADIZ Administrative Officer V
10:00 – 12:00	SGOD Accomplishment Report RENATO L. IGNACIO Senior Education Program Specialist	Analysis of SGOD Accomplishments BERNADETTE B. ROSAROSO Education Program Supervisor I
12:00 – 1:00	LUNCH BREAK	LUNCH BREAK
1:00 – 3:00	CID Accomplishment Report RUBY M. CAGADAS Education Program Supervisor I	Analysis of CID Accomplishments ROLANDO T. SOTELO, DEM Chief Education Supervisor
3:00 – 5:00	2017 Budget Utilization Report ORLANDO D. GONZALES Budget Officer III	CLOSING PROGRAM
		HOME SWEET HOME

Prepared by:


MANUEL B. DE LA CRUZ
Senior Education Program Specialist

Reviewed:


BERNADETTE B. ROSAROSO
Education Program Supervisor I



Republic of the Philippines
DEPARTMENT OF EDUCATION - CITY OF SAN JOSE DEL MONTE
San Ignacio St., CSJDM, Bulacan



DEPARTMENT OF EDUCATION - CITY OF SAN JOSE DEL MONTE

ACCOMPLISHMENT REPORT

FY 2017

Name of Employee:	GERMELINA H. PASCUAL	Name of Rater:	NICOLAS T. CAPULONG
Position:	SCHOOLS DIVISION SUPERINTENDENT	Position:	OIC-ASSISTANT REGIONAL DIRECTOR
Review Period:	January-December 2017	Date of Review:	
Division:	DepEd CSJDM		

TO BE FILLED IN DURING PLANNING					PERFORMANCE INDICATORS (Quality, Efficiency, Timeliness)	ACTUAL RESULTS
MFO'S	KRAs	OBJECTIVES	TIMELINE	Weight per KRA		
	CURRICULUM			30%		
Basic Education Governance		1. Increased the level of relevance of the curriculum from Kindergarten to Junior High School by producing/designing one (1) instructional material/lesson exemplar through indigenization, innovation and integration at the end of the Fiscal Year.	January to December 2017	10%	5. Produced/designed eight (8) indigenized, innovative and integrated instructional materials/lesson exemplars in 8 learning areas.	<i>Instructions: Give details of actual accomplishments</i>