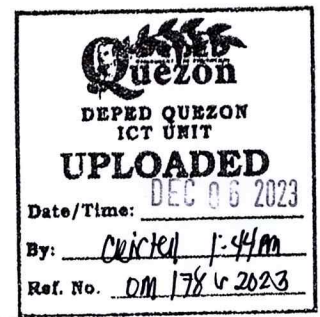




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



05 December 2023

OFFICE MEMORANDUM
OM No. 178, s. 2023

DIVISION YEAR-END PERFORMANCE REVIEW

TO: Assistant Schools Division Superintendents
Division Chiefs
Section/Unit Heads
Division Personnel

In relation to the Performance Management (PM) activities as per Office Memorandum 108, s. 2023, this Office, through the PMT, shall conduct the **Division Year-End Performance Review** on **December 15, 2023**. The venue will be announced in a separate Memorandum.

Participants in this activity include all School Division Office Personnel, including Public Schools District Supervisors, Nurses (whose IPCRF is rated by the Division Medical Officer), and Sub-Office Personnel.

Functional Division Chiefs, along with their Section Unit Heads, are expected to summarize and present the performance of their respective Divisions/Sections in a 5–10-minute video presentation.

Prior to the conduct of this activity, Division and Section Heads are advised to conduct their unit review. Outputs of these activities are the Annual Report, which shall be submitted on or before December 15, 2023, and the reviewed IPCRF/OPCRf on or before January 12, 2023.

Meals, accommodation, and other expenses shall be charged against Division funds/MOOE, subject to the usual accounting and auditing rules and regulations.

Strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

Pmtmjdf12/05/2023

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