DIVISION MEMORANDUM
No. 128, series of 2019

COACHING SESSION FOR SCHOOL HEADS ON PERFORMANCE TARGET AND EVALUATION FOR FY 2019

TO: Chief Education Supervisor- CID
    Chief Education Supervisor- SGOD

Attn: School Heads of Public Elementary and Secondary Schools
      Education Program Supervisor- SGOD

1. This is to inform the field of the Coaching Session for School Heads on Performance Target and Evaluation for FY 2019 on February 21, 2019 from 8:30AM-12:00noon at the Division Conference Room.

2. The activity is intended for all the school heads of public elementary and secondary schools, and shall be facilitated by the Assistant Schools Division Superintendent together with the Chiefs of the CID and SGOD and the Education Program Supervisor of the SGOD.

3. Participants are expected to come on time. Proxy is not allowed. School heads shall bring hard copies of their 2018 Office Performance Commitment and Review Form (OPCRF).

4. There shall be no lunch or snacks to be served hence the activity is on a BYOP (Bring Your Own Provision) scheme.

5. Travel and other expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.

6. For dissemination, information and compliance.

WINNIE E. BATOON, EdD
Officer-In-Charge
Office of the Schools Division Superintendent