



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022-122

To : ASDS
CID and SGOD Chiefs
All Division Personnel

Subject : 2022 YEAR-END PERFORMANCE REVIEW AND EVALUATION, PLANNING
FOR 2023 TARGETS, SPIRITUALITY AND TEAM BUILDING ACTIVITIES

Date : November 24, 2022

Year-end assessments highlight the organization's overall performance in the year specified. It is an important aspect of good management because it determines the official evaluation of an individual or office's annual performance, thus provides an anchor by which targets for the next year are set with baselines and reasons for achievements and setbacks considered. Likewise, spirituality in the workplace and team-building activities are essential components for a healthy and a happy organization.

Relative to this, the Schools Division of Digos City is conducting its **2022 Year-End Performance Review and Evaluation, Planning For 2023 Targets, Spirituality and Team Building Activities** on December 8-9, 2022 within Davao City.

The objectives of the activity are to review the achievements against the goals and competencies, celebrate the successes, and document the progress made on the development plan. It also helps to ensure that all sections/units are fairly assessed, have a sense of accomplishment, and clearly understand how their accomplishments have helped achieve DepEd Digos City's mission of excellence.

Each section/unit shall be given 10 minutes for the year-end report to be followed by a 5-minute feedback from the management group. All presentations must be submitted in soft copy to Eleser D. Mateo @ eleser.mateo001@deped.gov.ph on or before December 6, 2022. This is to facilitate and hasten the flow of the program on the 1st day.

Attached are copies of the indicative program of activities, list of division personnel/participants, templates for the section/unit report on accomplishments and targets, and the program management committees.

A one-day Compensatory Overtime Credit (COC) for December 8, 2022 shall be given to employees as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay (CSC & DBM Joint Circular No. 2, s. 2004 dated October 4, 2004 entitled "Non-monetary Renumeration for Overtime Services Rendered").



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Meals, snacks, and accommodation of the participants shall be charged against Division MOOE/INSET Funds and other local funds subject to the usual accounting and auditing rules and regulations.

Travel expenses shall be charged to Division MOOE funds subject to the usual accounting and auditing rules and regulations.

For wide dissemination and attendance by all concerned.

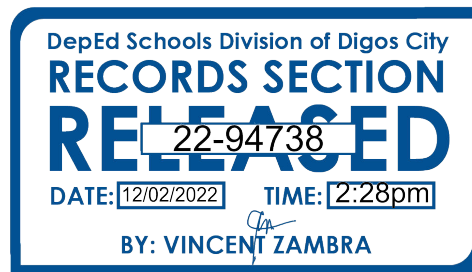
CRISTY C. EPE

Schools Division Superintendent

[Handwritten signature]
Nov. 28, 2022,
10:20am

Enclosed: As stated.

SGOD/ME/cuy



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**2022 Year-End Performances Review and Evaluation, Planning for 2023 Targets
And Team Building Activity**
December 8-9, 2022

Indicative Program of Activities

December 8, 2020	Activity	In-Charge
5:30 – 6:00 am	Departure for Davao City	Assigned Personnel
8:00 – 8:30	Registration/Check-in	Assigned Personnel
8:30 – 9:00	Preliminaries	Assigned Personnel
9:00 – 10:00	Spirituality in the Workplace: Making Teams Work	Bro. Carl Marx Conde
10:00	SNACKS	
10:00 – 11:15	CID Performance Review and Target Setting ❖ KRA 1 – (10 min reporting) • 5-min feedbacking (Management) ❖ KRA 2 – (10-min reporting) • 5-min Feedbacking (Management) ❖ KRA 3 – (10-min reporting) • 5-min Feedbacking (Management) ❖ KRA 4 – (10-min reporting) • 5-min Feedbacking (Management) ❖ ALS – (10-min reporting) • 5-min Feedbacking (Management)	Assigned Personnel Management: SDS, ASDS, SGOD Chief, and AO-V
11:15 – 12:00	SGOD Performance Review and Target Setting ❖ DRRM • 5-min feedbacking (Management) ❖ HRD • 5-min feedbacking (Management) ❖ HNU • 5-min feedbacking (Management)	Assigned Personnel Management: SDS, ASDS, CID Chief, and AO-V
12:00nn – 1:00pm	LUNCH	
1:00pm – 2:30pm	Cont. of SGOD.... ❖ Planning • 5-min feedbacking (Management) ❖ Research • 5-min feedbacking (Management) ❖ SBM • 5-min feedbacking (Management) ❖ SMN	



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	• 5-min feedbacking (Management) ❖ SMM&E • 5-min feedbacking (Management) ❖ Youth • 5-min feedbacking (Management)	
2:30pm – 3:00pm	OSDS Performance Review and Target Setting ❖ Legal • 5-min feedbacking (Management) ❖ Information Technology • 5-min feedbacking (Management)	Assigned Personnel Management: SDS, ASDS, SGOD & CID Chiefs, and AO-V
3:00pm – 4:15pm	ADMIN Performance Review and Target Setting ❖ Administration • 5-min feedbacking (Management) ❖ HR • 5-min feedbacking (Management) ❖ Supply • 5-min feedbacking (Management) ❖ Budget • 5-min feedbacking (Management) ❖ Accounting • 5-min feedbacking (Management)	Assigned Personnel Management: SDS, ASDS, SGOD and CID Chiefs
4:15pm – 4:20pm	SYNTHESIS	SMM&E – SEPS
4:20pm – 4:30pm	Motivational Speech	Cristy C. Epe SDS
4:30pm – 5:30pm	Checking In and Settling In	
5:30pm – 8:00pm	DINNER and SOCIALS (Christmas Party – THEME: _____)	Assigned Personnel
8:00-8:30pm	Planning Session for Sports Teams	Assigned Personnel
December 9, 2022		
6:00am – 7:00am	Early Morning Exercise (Yoga and Meditation)	
7:00am - 8:00am	Breakfast	
8:00am – 8:30am	Zumba	
8:30am – 10:00am	Sportsfest	
	AM SNACKS	
10:00am -12:00nn	Cont. of Sportsfest	
12:00nn – 1:00pm	LUNCH and Checking Out	
1:00pm – 2:30pm	Cont. of Sportsfest	
2:30PM – 3:30pm	Awarding and Closing Program	
	PM SNACKS	



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3:30pm	Homeward Bound	
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LIST OF DIVISION PERSONNEL

No.	NAME (Family Name, First Name, MI)	Position	OFFICE/SECTION/UNIT
1	Epe, Cristy C.	Schools Division Superintendent	SDS
2	Castanares, Mark V.	Administrative Officer II	SDS
3	Cardines, Juvy A.	Administrative Officer II	SDS
4	Marata, Evangeline B.	Administrative Assistant III	SDS
5	Mana-ay Jr., Basilio P.	Assistant Schools Division Superintendent	ASDS
6	Moral, Claire Marriz N.	Administrative Officer II	ASDS
7	Arnaez-Llaban, Clarisse Joy C.	Attorney III	LEGAL
8	Moral, Catherine N.	Administrative Aide VI	LEGAL
9	Bengil, Jessrael T.	Administrative Assistant III	IT
10	Evaretta, Ruben	Administrative Officer II	IT
11	Lagunsay, Danica A.	Administrative Officer II	IT
12	Pascual, Stephen R.	Information Technology Officer I	IT
13	Alde, Ferna Renira T.	Public Schools District Supervisor	CID
14	Bisaga, Angel V.	Education Program Supervisor	CID
15	Bongcayao, Neil D.	Public Schools District Supervisor	CID
16	Cabrella, Jem Boy B.	Education Program Supervisor	CID
17	Cadungog, Mishel C.	Education Program Supervisor	CID
18	Casimiro, Helen A.	Public Schools District Supervisor	CID
19	Cataluña, Ely G.	Public Schools District Supervisor	CID
20	Comaingking, Juvy A.	Librarian II	CID
21	Daugdaug, Beverly S.	Chief Education Supervisor	CID
22	De Mesa, Rofelia T.	Guidance Coordinator II	CID
23	Endrina, Tito M.	Education Program Supervisor	CID
24	Fortun, Mary Joy B.	Public Schools District Supervisor	CID
25	Jasmin, Luzminda B.	Education Program Supervisor	CID
26	Juezan, Ida I.	Public Schools District Supervisor	CID
27	Lucero, Jessica G.	Public Schools District Supervisor	CID
28	Mayonila, Adelyn P.	Administrative Aide VI	CID
29	Nieves, Ronilyn P.	Education Program Supervisor	CID
30	Niones, Joan M.	Education Program Supervisor	CID
31	Oliva, Cherry Rossette E.	Public Schools District Supervisor	CID
32	Peñas, Patriotiso O.	Public Schools District Supervisor	CID
33	Pillerin, Clarence S.	Public Schools District Supervisor	CID
34	Rebosquillo, Marjun B.	Education Program Specialist II	CID
35	Robiños, Myleen C.	Project Development Officer II	CID
36	Salanga, Gemma P.	Education Program Supervisor	CID
37	Salinas Jr., Gervasio R.	Education Program Supervisor	CID
38	Tabanao, Mary Glor D.	Education Program Supervisor	CID
39	Timon, Elvie E.	Education Program Specialist II	CID



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40	Alcala, April Rose A.	Administrative Officer II	SGOD
41	Bohol, Cherrie Anne B.	Education Program Supervisor	SGOD
42	Cardines, Jayzon	Project Development Officer II	SGOD
43	Dedace, Ronald B.	Senior Education Program Specialist	SGOD
44	Franconas, Helen N.	Engineer III	SGOD
45	Ibañez, Marieflor E.	Administrative Aide VI	SGOD
46	Maravillas, Jose Israel M.	Project Development Officer I	SGOD
47	Monserate, Reyzen O.	Education Program Specialist II	SGOD
48	Oliver, Sollie B.	Chief Education Supervisor	SGOD
49	Posadas, Julie Ann N.	Project Development Officer I	SGOD
50	Salazar, Maria Leonora P.	Administrative Officer II	SGOD
51	Senarillos, Peter-Jason C.	Senior Education Program Specialist	SGOD
52	Alejandro, Airon M.	Planning Officer III	PRME
53	Mateo, Eleser D.	Senior Education Program Specialist	PRME
54	Uy, Cecile C.	Education Program Specialist II	PRME
55	Asarak, Jasmine A.	Dentist II	HEALTH & NUTRITION
56	Bejarin, Kristin Marie Y.	Nurse II	HEALTH & NUTRITION
57	Dalope, Myracel J.	Dentist II	HEALTH & NUTRITION
58	Dandoy, Irene P.	Nurse II	HEALTH & NUTRITION
59	Durano, Frances Millicent R.	Nurse II	HEALTH & NUTRITION
60	Escabillas, Hazel Marie L.	Nurse II	HEALTH & NUTRITION
61	Gomito, Joel B.	Nurse II	HEALTH & NUTRITION
62	Peñas, Dhelmie Christine S.	Nurse II	HEALTH & NUTRITION
63	Sanoy, Daissy Jane P.	Nurse II	HEALTH & NUTRITION
64	Duran, Ina Abigail A.	Administrative Assistant I	BUDGET
65	Gonzales, Giselle D.	Administrative Assistant III	BUDGET
66	Tambilawan, Neptune L.	Administrative Officer V	BUDGET
67	Alcaide, Roseter C.	Administrative Assistant III	ACCOUNTING
68	Arriate, Ruby F.	Administrative Assistant II	ACCOUNTING
69	Barotoc, Narelhind B.	Administrative Assistant II	ACCOUNTING
70	Beterbo, Marichu C.	Administrative Officer II	ACCOUNTING
71	Calva, Ethel D.	Administrative Assistant II	ACCOUNTING
72	Ebol, Danilo Jr. M.	Administrative Assistant III	ACCOUNTING
73	Misal, Noreliza A.	Accountant III	ACCOUNTING
74	Pantonal, Renante A.	Administrative Assistant III	ACCOUNTING
75	Pius, Genie Delos R.	Administrative Assistant III	ACCOUNTING
76	Rabaya, Bonafe Cathrine B.	Administrative Officer II	ACCOUNTING
77	Rosalita, Mary Sol S.	Administrative Assistant III	ACCOUNTING
78	Alcomendras, Francis Jude D.	Administrative Officer V	ADMIN
79	Escaner, Gwendolyn Mara L.	Administrative Aide VI	ADMIN
80	Estomo, Joel E.	Administrative Assistant II	ADMIN
81	Espacio, Dominador O.	Administrative Aide IV	ADMIN
82	Ranollo, Marcelino E.	Administrative Officer IV	ADMIN
83	Concoles, Renil R.	Jo-Driver	ADMIN
84	Vendiola, Ricardo V.	Administrative Aide I	ADMIN



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85	Asarak, Sheena A.	Administrative Assistant III	CASH
86	Arevalo, De Jean G.	Administrative Assistant VI	CASH
87	Diamante, Rosario B.	Administrative Officer IV	CASH
88	Tabalba, Ethel M.	Administrative Assistant II	CASH
89	Arevalo, De Jean G.	Administrative Assistant VI	CASH
90	Cabardo, Daynie Beth D.	Administrative Assistant III	HUMAN RESOURCE
91	Clemente, Regie V.	Administrative Assistant VI	HUMAN RESOURCE
92	Dealgue, Mary Ann I.	Administrative Assistant III	HUMAN RESOURCE
93	Espacio, Christy Maximarie M.	Administrative Assistant II	HUMAN RESOURCE
94	Evarretta, Karyl A.	Administrative Aide VI	HUMAN RESOURCE
95	Iyog, Sharon Ann S.	Administrative Assistant III	HUMAN RESOURCE
96	Llanos, Myhrra Faye C.	Administrative Officer IV	HUMAN RESOURCE
97	Loma, Aljun Jay A.	Administrative Assistant III	HUMAN RESOURCE
98	Loyola, Qumran M.	Administrative Officer II	HUMAN RESOURCE
99	Mara-Asin, Guy R.	Administrative Officer II	HUMAN RESOURCE
100	Nahine, Jona Moilereen M.	Administrative Assistant III	HUMAN RESOURCE
101	Obenza, Merlyn E.	Administrative Assistant III	HUMAN RESOURCE
102	Ranara, Geraldine M.	Administrative Officer II	HUMAN RESOURCE
103	Repollo, Arlen D.	Administrative Assistant III	HUMAN RESOURCE
104	Ymalay, Alnie Fe V.	Administrative Officer II	HUMAN RESOURCE
105	Chiong, Aleli M.	Administrative Officer IV	RECORDS
106	Solon, Helena O.	Administrative Officer II	RECORDS
107	Zambra, Vincent S.	Administrative Assistant III	RECORDS
108	Amigo, Diana Grace V.	Administrative Assistant III	SUPPLY
109	Escalona, Heidi B.	Administrative Officer II	SUPPLY
110	Gayud, Rotsen Ray N.	Administrative Assistant III	SUPPLY
111	Magdadaro, Ferdinand	Administrative Officer II	SUPPLY
112	Pagayon, Bernadette V.	Administrative Officer II	SUPPLY



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TEMPLATE FOR THE YEAR-END REPORT

Name of Unit/Section/Division

<u>Accomplishments</u> <u>(KRAs where targets</u> <u>were achieved)</u>	<u>Contributing factors</u> <u>for the success</u> <u>(Internal and External)</u>	<u>Targets for 2023</u> <u>How to improve</u> <u>performance</u>
<u>Setbacks</u> <u>(KRAs where targets</u> <u>were not achieved)</u>	<u>Limiting Factors</u> <u>(Internal and External)</u>	<u>Targets for 2023</u> <u>How to improve</u> <u>performance</u>
<u>Best Practices</u> <u>(Areas of Excellence;</u> <u>Citations/Recognition/</u> <u>Awards Received)</u>		<u>Targets for 2023</u> <u>How to multiply best</u> <u>practices</u>



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Working Committees:

Overall Activity Coordinator: PRME c/o Cecile C. Uy

Members of the Technical Working Group:

1. Program Committees:
 - a) Performance Review – Chairperson: Cherrie Ann Bohol
Members: SGOD Personnel
 - b) Socials (Christmas Party) – Chairperson: Mhyrra Faye Llanos
Members: HR-Admin
 - c) Wellness and Sportsfest Committee: Chairperson – Angel Bisaga
Members: HNU Personnel
2. Finance Committee: Budget Personnel
3. Awards Committee – Chairpersons: Peter-Jason Senarillos &
Reyzen O. Monserate
Members: OSDS/CID/Accounting Personnel



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