



Office of the City Schools
Division Superintendent

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



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January 14, 2019

DIVISION MEMORANDUM

No. 049, 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
Public Schools District Supervisors
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 **January 18, 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. However, Public Schools District Supervisors, being the immediate supervisors of the school heads, are likewise directed to attend. The activity 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.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED 26081

DATE: 14 JAN 2019 TIME: 12:52

BY: [Signature]

[Signature]

WINNIE E. BATOON, EdD
Officer-In-Charge

Office of the Schools Division Superintendent

EAH: Coaching Session for School Heads on Performance Target and Evaluation for FY 2019
14 January 2019