



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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February 13, 2019

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

EAH: Coaching Session for School Heads on Performance Target and Evaluation for FY 2019
13 February 2019

DepEd Schools Division of Digos City
RECORDS SECTION

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