



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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 570, S. 2020

**December 01, 2020**

**DIVISION 2020 YEAR-END PERFORMANCES REVIEW,  
TRAINING ON COMPLETED STAFF WORK,  
AND PLANNING FOR CY 2021**

**TO: ASDS  
CID CHIEF  
SGOD CHIEF  
SECTION CHIEFS  
ALL DIVISION OFFICE PERSONNEL**

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- 1) Relative to the conduct of the annual Year-End activity, this Office informs the field of the “ **Year-End Performances Review, Training on Complete Staff Work, And Planning For CY 2021**”, a face to face gathering, which is scheduled on December 7-11, 2020 at Eden Nature Park and Resort, Barangay Bayabas, Toril, Davao City.
- 2) The activity aims to:
  - a) conduct individual performance review by assessing one’s accomplishments against the key result areas and duties and responsibilities indicated in the compendium;
  - b) understand the dynamics and processes of Completed Staff Work (CSW), and be able to apply it in achieving one’s targets in 2021; and
  - c) plan for 2021 targets taking into consideration one’s achievements and setbacks in the current year.
- 3) All participants are required to bring their own copy of duties and functions of their respective positions (as found in the Compendium of Office Functions). A copy can be obtained from the Division HRMO of which the participants can photocopy. The 2020 IPCRF which their Section Heads have reviewed shall also be brought for the Performance Review. Each Batch shall also secure at least 5 laptops, at least a ream of bond paper, printer and extra ink for the printer.
- 4) Those who are physically exempted from participating on site based on IATF rules shall join online. They are to coordinate with Mr. Stephen Pascual and to be virtually present all throughout the sessions for their batch. They shall also submit their 2020 IPCRF and 2021 IPC to the SDS Office on or before Friday, 4 December 2020.
- 5) The participants shall be grouped into five (see attachment for the list of groupings) according to their Division, Unit and Section, except for the Chiefs and Section Heads who will be grouped together. The activity shall take two days for each group with one day allotted for travel (i.e., from the SDO to the venue then back to the SDO), and another day for the main activity which shall start at 12:30 noon to 6:00 PM on the first day, and 8:00 AM to 11:00 AM the next day (see attachment for the Matrix of Activities).
- 6) A program-in-charge (PIC) shall be assigned in each group by the respective Chief/Section Head. The PIC is the group leader who shall act as the Emcee and



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shall ensure the proper flow of activities by assigning group mates to the different tasks to be performed before, during and after the program (i.e. from schedules, transportation, accommodation, room assignments, meals, checking in and out, registration, attendance, prefatory, energizers, activity evaluation and the presentations of the speakers)

- 7) A medical team of two personnel from the Health and Nutrition Unit (HNU) shall be present daily in the venue to ensure the implementation of the Basic Health Protocols in adherence to the City IATF Health Guidelines and Executive Order No. 57, s.2020 which was made effective on October 27, 2020 to December 31, 2020.
- 8) The Division Information Technology Officer (ITO) or his representatives (Mr. Thonver Sampaga, Dec. 7-9; and Marlou Samontina, Dec. 9-11) shall also be in the venue to facilitate the online conduct of the activity for the benefit of the Division personnel who are prevented from being physically present in the venue due to reasons like pregnancy, senior citizenship, issues of co-morbidities and being immunocompromised of which must be properly supported with medical certificates.
- 9) Accommodation (i.e 3 pax per room), meals and snacks shall be provided for by the Division. First meal is dinner though snacks will be served in the afternoon. Last meal is early lunch the next day.
- 10) For transportation, the two DepEd vehicles shall be available for use for those who do not have private rides. A van is also available for rent at P 3,000.00 (i.e., round trip including fuel) with a maximum of 9 passengers given the social distancing requirement.
- 11) Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
- 12) For clarification, please contact Cecile C. Uy @ 09335089035.
- 13) For guidance and compliance with by all concerned.



**CRISTY C. EPE**  
Schools Division Superintendent




12/01/20

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED** 64821

DATE: 04 DEC 2020 TIME: 8:54 AM

BY: 

Encl: None

References: None

To be indicated in the Perpetual Index under the following subjects: SGOD HRD CONFERENCE YEAR-END REVIEW  
CUY-HRD-SGOD: December 01, 2020: THE DIVISION 2020 YEAR-END PERFORMANCES REVIEW, TRAINING ON  
COMPLETE STAFF WORK, AND PLANNING FOR 2021 TARGETS

**Year-End Performances Review, Training on Complete Staff Work and Planning for 2021 Targets**  
December 7- 11, 2020  
Indicative Program of Activities

<b>December 7, 2020 (1<sup>st</sup> Group)</b>	<b>Activity</b>	<b>In-Charge</b>
<b>AM</b>	Departure for Davao City	
	Lunch Along the Way	
<b>PM</b>		
12:00 – 12:30	Registration/Check-in	Assigned Personnel
12:30 – 1:00	Preliminaries	Assigned Personnel
1:00 - 3:00	<b>Performance Review</b>	Cristy C. Epe SDS
3:00 – 3:15	Snacks/Energizer	Assigned Personnel
3:15 – 5:30	<b>Completed Staff Work (CSW)</b>	<b>Basilio P. Mana-ay, Jr., EdD</b> ASDS
5:30 – 6:00	<b>Discussion of Assignment</b>	
6:30	Dinner	
<b>December 8, 2020 AM (2<sup>nd</sup> Group)</b>	Departure for Davao City Lunch Along the Way	
<b>December 8, 2020 AM (1<sup>st</sup> Group)</b> 6:30 – 8:00	Breakfast	
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	<b>Planning for 2021</b> (Working Snacks @9:30)	<b>Cristy C. Epe</b> SDS.
10:30 – 10:45	<b>Synthesis</b>	Assigned Personnel
10:45 – 11:00	<b>Evaluation Time</b>	Assigned Personnel
11:00 – 11:30	Early Lunch	
11:30	Departure	
<b>December 8, 2020 PM (2<sup>nd</sup> Group)</b>	PM Program	
<b>December 9, 2020 AM (3<sup>rd</sup> Group)</b>	Departure for Davao City Lunch Along the Way	
<b>December 9, 2020 AM (2<sup>nd</sup> Group)</b>	AM Program	
<b>December 9, 2020 PM (3<sup>rd</sup> Group)</b>	PM Program	
<b>December 10, 2020 AM (4<sup>th</sup> Group)</b>	Departure for Davao City Lunch Along the Way	
<b>December 10, 2020 AM (3<sup>rd</sup> Group)</b>	AM Program	
<b>December 10, 2020 PM (4<sup>th</sup> Group)</b>	PM Program	
<b>December 11, 2020 AM</b>	Departure for Davao City	



(5th Group)	Lunch Along the Way	
December 11, 2020 AM (4th Group)	AM Program	
December 12, 2020 PM (5th Group)	PM Program	
December 12, 2020 AM (5th Group)	AM Program	

**GROUPINGS FOR THE YEAR END ACTIVITY**

**December 7, 2020**

**BATCH 1 (24): CID ( 17 PSDSs and EPSs + 2 LR + 1ALS EPS-II )  
 SDS & ASDS ( 2 )  
 Medical Team (2)**

**December 8, 2020**

**BATCH 2 (23): SGOD (21 )  
 SDS & ASDS ( 2)**

**December 9, 2020**

**BATCH 3 (23): Admin ( 8 HR & Admin Staff + 2 Records + 3 Utility + 1 Detailed  
 + 3 SDS & ASDS Staff + Flor and Sharon)  
 SDS/ASDS (2)  
 Medical Team (2)**

**December 10, 2020**

**BATCH 4 (24): Finance (2 Budget + 7 Accounting + 3 Supply + 2 Cash + 6 Detailed)  
 SDS/ASDS (2)  
 Medical Team (2)**

**December 11, 2020**

**BATCH 5 (15): Chiefs (1 CID and 1 SGOD)  
 Section Heads (Legal Officer + ITO + Accountant III + 2 AO-V + 4 AO-IV)  
 SDS/ASDS (2)  
 Medical Team (2)**