



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

DIVISION MEMORANDUM
No. 679, s. 2021

November 22, 2021

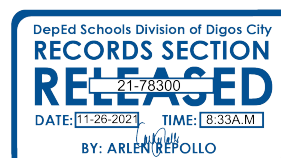
**YEAR-END PERFORMANCES REVIEW AND PLANNING REVIEW
AND PLANNING FOR 2022 TARGETS**

To: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Unit/Section Heads
SDO Personnel

1. A year-end assessment is an integral component of management which generates official evaluation of an individual or office's annual performance. It determines the degree by which targets set at the start of the year are met, to what extent, and the reasons behind the achievements or setbacks.
2. This activity will be conducted on November 29- December 3, 2021 within Davao City.
3. The purpose of a year-end assessment is 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 employees are fairly assessed, have a sense of accomplishment, and clearly understand how their accomplishments have helped drive DepEd Digos City's mission of excellence.
4. Attached are copies of the list of participants, the templates for the accomplishments and targets and the indicative program of activities for ready references. Further, each group shall assign its program management committee to manage the program.
5. A one-day Compensatory Overtime Credit (COC) 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 Remuneration for Overtime Services Rendered").
6. 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.
7. Wide dissemination of this Memorandum is highly enjoined.

CRISTY C. EPE

Schools Division Superintendent



Arden Befollo
11/22/2021



Year-End Performances Review and Planning for 2022 Targets
 (Phase IV: Performance Rewarding and Development Planning and
 Phase I: Performance Planning and Commitment)
 November 29-December 3, 2021
 Indicative Program of Activities

Dates	Activity	In-Charge
November 29, 2021 (1st Group) AM	Departure for Davao City	
	Lunch Along the Way	
PM		
12:00 – 12:30	Registration/Check-in	Assigned Personnel
12:30 – 1:00	Preliminaries	Assigned Personnel
1:00 - 3:00	Performance Review	Cristy C. Epe SDS
3:00 – 3:15	Snacks/Energizer	Assigned Personnel
5:30 – 6:00	Discussion of Assignment	- do -
November 30, 2021 AM (1st Group)		
6:30 – 7:50	Breakfast	
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	Planning for 2022 (Working Snacks @9:30)	Basilio P. Mana-ay, Jr. ASDS
10:30 – 11:00	Synthesis	Chief/Section Heads
11:00 – 11:30	Early Lunch	
11:30	Departure	
December 1, 2021 AM (2nd Group)		
6:30 – 7:50	Breakfast	
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	Planning for 2022 (Working Snacks @9:30)	Basilio P. Mana-ay, Jr. ASDS
10:30 – 11:00	Synthesis	Chief/Section Heads
11:00 – 11:30	Early Lunch	
11:30	Departure	
December 2, 2021 AM (3rd Group)		
	Departure for Davao City Lunch Along the Way	
PM		
12:00 – 12:30	Registration/Check-in	Assigned Personnel
12:30 – 1:00	Preliminaries	Assigned Personnel
1:00 - 3:00	Performance Review	Cristy C. Epe SDS
3:00 – 3:15	Snacks/Energizer	Assigned Personnel
5:30 – 6:00	Discussion of Assignment	do -
December 3, 2021 AM (3rd Group)		
6:30 – 7:50	Breakfast	
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	Planning for 2022 (Working Snacks @9:30)	Basilio P. Mana-ay, Jr. ASDS

10:30 – 11:00	Synthesis	Chief/Section Heads
11:00 – 11:30	Early Lunch	
11:30	Departure	
December 3, 2021 PM (4th Group)	PM Program	
12:00 –12:30	Registration/Check-in	Assigned Personnel
12:30 – 1:00	Preliminaries	Assigned Personnel
1:00 - 3:00	Performance Review	Cristy C. Epe SDS
3:00 – 3:15	Snacks/Energizer	Assigned Personnel
5:30 – 6:00	Discussion of Assignment	do -
December 3, 2021 AM (4th Group)	Breakfast	
6:30 – 7:50		
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	Planning for 2022 (Working Snacks @9:30)	Basilio P. Mana-ay, Jr. ASDS
10:30 – 11:00	Synthesis	Chief/Section Heads
11:00 – 11:30	Early Lunch	
11:30	Departure	
December 4, 2021 AM	Breakfast	
6:30 – 7:50		
8:00 – 8:30	Worship Song/Energizer/Attendance Check	Assigned Personnel
8:30 – 10:30	Planning for 2022 (Working Snacks @9:30)	Basilio P. Mana-ay, Jr. ASDS
10:30 – 11:00	Synthesis	Chief/Section Heads
11:00 – 11:30	Early Lunch	
11:30	Departure	

LIST OF PARTICIPANTS
1st Batch- November 29, 2021

1	SGOD	DE MESA	ROFELIA
2	SGOD	FRANCONAS	HELEN
3	SGOD	MATEO	ELESER
4	SGOD	SENARILLOS	PETER-JASON
5	SGOD	DEDACE	RONALD
6	SGOD	ALEJANDRO	AIRON
7	SGOD	POSADAS	JULIE ANN
8	SGOD	MARAVILLES	JOSE ISRAEL
9	SGOD	SANOY	DAISSY JANE
10	SGOD	ESCABILLAS	HAZEL MARIE
11	SGOD	GOMITO	JOEL
12	SGOD	DALOPE	MYRACEL
13	SGOD	PEÑAS	DHELMIE CHRISTINE
14	SGOD	DANDROY	IREENE
15	SGOD	BEJARIN	KRISTIN MARIE
16	SGOD	DURANO	FRANCES MILLICENT
17	SGOD	OLIVER	SOLLIE
18	SGOD	FUENTES	XAVIER
19	SGOD	ASARAK	JASMINE
20	SGOD	MONSERATE	REYZEN

Batch 2- December 1, 2021

1	CID	DAUGDAUG	BEVERLY
2	CID	ENDRINA	TITO
3	CID	CABRELLA	JEM BOY
4	CID	TABANAO	MARY GLOR
5	CID	SALANGA	GEMMA
6	CID	JASMIN	LUZMINDA
7	CID	SALINAS	GERVASIO
8	CID	NIONES	JOAN
9	CID	BISAGA, JR.	ANGEL
10	CID	NIEVES	RONILYN
11	CID	PILLERIN	CLARENCE
12	CID	CATALUÑA	ELY
13	CID	PEÑAS	PATRIOTISO
14	CID	LUCERO	JESSICA
15	CID	CASIMIRO	HELEN
16	CID	JUEZAN	IDA
17	CID	BONGCAYAO	NEIL
18	CID	FORTUN	MARY JOY
19	CID	ALDE	FERNA RENIRA
20	CID	OLIVA	CHERRY ROSSETTE
21	CID	TIMON	ELVIE
22	CID	COMAINGKING	JUVY
23	CID	ROBIÑOS	MYLEEN
24	CID	CADUNGOG	MISHEL

Batch 3- December 2, 2021

1	ADMIN	ESCANER	GWENDOLYN MARA
2	ADMIN	MARA-ASIN	GUY
3	SUPPLY	Espacio	Dominador
4	SUPPLY	ONGGO	MASARIPE
5	SUPPLY	VENDIOLA	RICARDO
6	SUPPLY	ESTOMO	JOEL
7	SUPPLY	PANTONIAL	RENANTE
8	SUPPLY	ALCALA	APRIL ROSE
9	BAC/SUPPLY	GAYUD	ROTSEN RAY
10	CASH	TABALBA	ETHEL
11	CASH	ASARAK	SHEENA
12	SGOD	IBAÑEZ	MARIEFLOR
13	CID	IYOG	SHARON ANN
14	HUMAN RESOURCE	OBENZA	MERLYN
15	HUMAN RESOURCE	CABARDO	DAYNIE BETH
16	HUMAN RESOURCE	LOMA	ALJUN JAY
17	HUMAN RESOURCE	NAHINE	JONA NOILEREEN
18	HUMAN RESOURCE	ZAMBRA	VINCENT
19	HUMAN RESOURCE	DEVALGUE	MARY ANN
20	HUMAN RESOURCE	CARDINES	JUVY
21	HUMAN RESOURCE	YMALAY	ALNIE FE
22	HUMAN RESOURCE	AYOP	RAMEL
23	HUMAN RESOURCE	RANARA	GERALDINE
24	HUMAN RESOURCE	LOYOLA	QUMRAN
25	RECORDS	SOLO	HELENA
26	RECORDS	REPOLLO	ARLEN
27	IT	BENGIL	JESSRAEL
28	IT	EVARRETTA	RUBEN
29	IT	LAGUNSAY	DANICA
30	SDS	MARATA	EVANGELINE
31	SDS	CASTAÑARES	MARK
32	ASDS	MORAL	CLAIRE MARRIZ
33	ADMIN	ALCOMENDRAS	FRANCIS JUDE
34	SUPPLY	RANOLLO	MARCELINO
35	CASH	DIAMANTE	ROSARIO
36	HUMAN RESOURCE	BONTIA	MYHRRRA FAYE
37	RECORDS	CHIONG	ALELI
38	IT	PASCUAL	STEPHEN
39	LEGAL	ARNAEZ-LLABAN	CLARISSE JOY

Batch 4-December 4, 2021

1	ACCOUNTING	ROSALITA	MARY SOL
2	ACCOUNTING	ARRIATE	RUBY
3	ACCOUNTING	ESCALONA	HEIDI
4	ACCOUNTING	PIUS	GENIE
5	ACCOUNTING	SALAZAR	MARIA LEONORA
6	ACCOUNTING	ALCAIDE	ROSETER
7	ACCOUNTING	EBOL	DANILO JR.
8	ACCOUNTING	CALVA	ETHEL
9	ACCOUNTING	BAROTOC	NARELHIND
10	ACCOUNTING	RABAYA	BONAFE CATHRINE
11	ACCOUNTING	BETERBO	MARICHU
12	ACCOUNTING	BARITUA	JANICE
13	BUDGET	DURAN	INA ABIGAIL
14	BUDGET	GONZALES	GISELLE
15	ACCOUNTING	MISAL	NORELIZA
16	BUDGET	TAMBILAWAN	NEPTUNE

TEMPLATES**2021 ACCOMPLISHMENTS**

KRAs	Objectives	Performance Indicators	Output	Programs/Activities	Targets (2021)	Accomplishments	MOVs

2022 TARGETS

KRAs	Objectives	Performance Indicators	Output	Programs/Activities	Targets

