



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2022- 128

To : ASDS
CID and SGOD Chiefs
Section Heads

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

Date : November 29, 2022

Relative to the **2022 Year-End Performance Review and Evaluation, Planning For 2023 Targets, Spirituality and Team Building Activities** scheduled on December 8-9, 2022 within Davao City, this Office hereby informs the field regarding the Day 0 activity of the following Division Personnel on December 7, 2022:

Names	Tasks
1. Eleser D. Mateo	- To prepare the venue, equipment and materials for the various activities (i.e., plenary, Christmas, wellness and games)
2. Cecile C. Uy	
3. Irene P. Dandoy	
4. Evangeline Marata	-To prepare (purchase and wrapping) the Division Christmas giveaways for 112 Division Personnel
5. Juvy A. Cardines	
6. Mark Castanares	
7. Claire Moral	
8. Cathy Moral	
9. Reggie Clemente	
10. Jessrael Bengil	

Meals, snacks, and accommodation of the said personnel shall be charged against Division MOOE and other local funds, as well as travel and incidental expenses, subject to the usual accounting and auditing rules and regulations.

For compliance with by all concerned.

CRISTY C. EPE

Schools Division Superintendent



[Handwritten signature]
Nov. 29, 2022,
4:35pm

SGOD/ME/cuy



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