



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**  
SGOD-2024-*687*

To : Ferdinand C. Magdadaro, PDO I  
Juvy B. Salise, MT-I, Aplaya ES

Subject : DEVELOPMENT OF AUDIO-VISUAL PRESENTATIONS FOR 2024  
YEAR-END REVIEW, EVALUATION AND PLANNING FOR 2025  
TARGETS

Date : October 28, 2024

In reference to the attached Division Memorandum SGOD-2024-675 re: "Conduct of 2024 Year-End Review, Evaluation and Planning for 2025 Targets", this Office directs the selected personnel below to participate in the development of Audio-Visual Presentations (AVPs) for year-end activity at the Schools Division Office on October 28, 2024, 8:00 AM- 5:00 PM.

The selected personnel are the following:

1. FERDINAND C. MAGDADARO, PDO I
2. MA. REGINA E. ROBANTE, Teacher III

School Heads of the selected teacher shall ensure that all classes will be taken care of in adherence to Regional Memorandum No. 12, s.2023 entitled: "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits". Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

For information, guidance, and compliance.

**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

DepEd Schools Division Office - Digos City  
RECORDS SECTION

**RECEIVED**  
DATE: *NOV 04 2024* TIME: *1:07 pm*  
BY: \_\_\_\_\_

Enclosed: As stated.  
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



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Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024- 675

To : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID&SGOD)  
Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
Concerned Schools Division Office Personnel

Subject : CONDUCT OF 2024 YEAR-END PERFORMANCE REVIEW AND  
EVALUATION AND PLANNING FOR 2025 TARGETS

Date : October 24, 2024

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. This activity will be conducted on **October 29-30, 2024 (for selected SDO personnel) and October 30-31, 2024 (for School Heads) at Eden Nature Park, Toril, Davao City.**

The objectives of the activity are as follows:

- a) To conduct individual/office performance review by assessing the individual/group accomplishments against the Division AIP and DEDP/MATATAG Roadmap;
- b) To plan for next year's targets taking into consideration individual/group achievements and setbacks in the current year; and
- c) Engage participants in activities that promote wellness in the workplace.

Attached is the list of participants of the said activity.

Meals, snacks, accommodation, transportation, and other incidental expenses of the participants shall be charged against HRTD Funds/Local/Division or School MOOE, subject to the usual accounting and auditing rules and regulations

For information and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
 Schools Division Superintendent  
*10/24/24*

RECEIVED  
 DATE: OCT 24 2024 TIME: 4:26pm  
 BY: *[Signature]*  
 Enclosed: As stated.  
 SGOD/rom



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**Enclosure No. 1 LIST OF PARTICIPANTS**

**DAY 1**

**SCHOOLS DIVISION OFFICE**

	<b>NAME</b>	<b>POSITION / DESIGNATION</b>
1	Estacio, Melanie P.	Schools Division Superintendent
2	Francisquete, Maria Genevieve T.	Assistant Schools Division Superintendent
3	Oliver, Sollie B.	Chief ES - SGOD
4	Daugdaug, Beverly	Chief ES - CID
5	Arnaez-Llaban, Clarisse Joy C.	Attorney III
6	Mendez, Jihan Jane C.	Administrative Aide VI
7	Pascual, Stephen R.	Information Technology Officer I
8	Tambilawan, Neptune L.	Administrative Officer V
9	Alcomendras, Francis Jude D.	Administrative Officer V
10	Escaner, Gwen	Administrative Assistant III
11	Balingit, Myhrra Faye L.	Administrative Officer IV
12	Chiong, Aleli M.	Administrative Officer IV
13	Escalona, Heidi B.	Administrative Officer II
14	Alde, Ferna Renira T.	Public Schools District Supervisor
15	Bongcayao, Neil D.	Public Schools District Supervisor
16	Fortun, Mary Joy B.	Public Schools District Supervisor
17	Juezan, Ida I.	Public Schools District Supervisor
18	Lucero, Jessica G.	Public Schools District Supervisor
19	Oliva, Cherry Rossette E.	Public Schools District Supervisor
20	Pillerin, Clarence S.	Public Schools District Supervisor
21	Salinas Jr., Gervasio R.	Public Schools District Supervisor
22	Mateo, Eleser D.	Public Schools District Supervisor
23	Bisaga Jr., Angel V.	Education Program Supervisor



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24	Cabrella, Jem Boy B.	Education Program Supervisor
25	Niones, Joan M.	Education Program Supervisor
26	Salanga, Gemma P.	Education Program Supervisor
27	Sy, Zandria M.	Education Program Supervisor
28	Pagayon, Rodel L.	Education Program Supervisor
29	Solano, Ivy F.	Education Program Supervisor
30	Señires, Leilani T.	Education Program Supervisor
31	Nacua, Inda D.	Education Program Supervisor
32	Vergara, Jerick S.	Engineer III
33	Dedace, Ronald B.	Senior Education Program Specialist
34	Senarillos, Peter-Jason C.	Senior Education Program Specialist
35	Monserate, Reyzen O.	Senior Education Program Specialist
36	Bohol, Cherrie Anne B.	Education Program Supervisor
37	Cardines, Jayzon	Project Development Officer II
38	Rebosquillo, Marjun B.	Senior Education Program Specialist
39	Uy, Cecile C.	Education Program Specialist II
40	Alquizar, Janice S.	Education Program Specialist II
41	Alejandro, Airon M.	Planning Officer III
42	Maravilles, Jose Israel M.	Project Development Officer I
43	Alcala, April Rose A.	Project Development Officer I
44	Pilarte, Lyra O.	Medical Officer III
45	Dalope, Myracel J.	Dentist II
46	ROWENA MAGDAYAO	EPS
47	CHRISTINE JOY SALOMON	OIC – ACCOUNTANT III
48	FERDINAND MAGDADARO	PDO I - TWG
49	ELVIE TIMON	EPSA
50	ROFELIA DE MESA	GUIDANCE COORDINATOR



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