



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

July 14, 2021

OFFICE MEMORANDUM

No. **000319**, 2021

To: **Administrative Division Chief
SAO, Unit and Section Heads
All Others Concerned**

MID-YEAR PERFORMANCE REVIEW AND EVALUATION

1. This is to announce the conduct of the Mid-Year Performance Review and Evaluation of the Administrative Division on July 29-30, 2021 in two (2) batches.
2. The activity aims to assess the performance for the 1st semester of 2021 of the Administrative Division personnel vis-a-vis their IPCR, to identify gaps, if any, and come up with a mentoring plan based on competency needs of the identified employees.
3. Batch 1 shall be conducted by the Sections and Unit Heads with their respective personnel while batch 2 by the Chief Administrative Officer with the SAO and Heads of the Sections and Unit of the Administrative Division.
4. Immediate dissemination of and compliance with this Memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

AD-SAO-EEC

