



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

September 28, 2021

REGIONAL MEMORANDUM

No. _____, s. 2021

0005 68

To: **Schools Division Superintendents**
All Others Concerned

**VIRTUAL YEAR-END PERFORMANCE REVIEW OF REGIONAL AND SCHOOLS
 DIVISION OFFICES ADMINISTRATIVE SERVICE PERSONNEL**

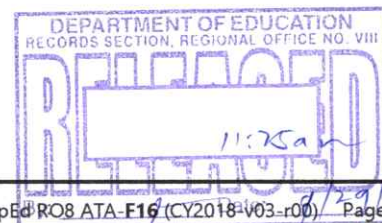
1. This Office, through the Administrative Division, shall conduct a Virtual Year-End Performance Review of the Regional and Schools Division Offices Administrative Service Personnel on October 7-8, 2021.
2. The activity aims to assess the performance of the Regional and Schools Division Offices Administrative Service, thresh-out issues and concerns affecting the delivery of services to its clientele amid this pandemic and come up with a concrete plan to address them.
3. Each Office shall prepare and present a report of its Accomplishments for the last three (3) quarters of 2021 using the attached template.
4. The participants to this activity are as follows:

OFFICE	PARTICIPANTS
Regional Office	CAO, SAO, Unit/Section Heads, TCE, AO IV, II & I and AAVI
Schools Division Offices	AO V, HRMO, Cashier, Supply Officer, Records Officer and focal person of the Payroll

5. Regional Office participants shall be served with meals and snacks chargeable against the Administrative Division fund subject to the usual accounting rules and procedure.
6. Immediate dissemination of and compliance with this Memorandum are desired.

Gemma Mercado Leodesma
MA. GEMMA MERCADO LEDESMA
 Regional Director

AD-SAO-EEC





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

September 28, 2021

REGIONAL MEMORANDUM

No. _____, s. 2021

To: **Schools Division Superintendents**
All Others Concerned

**VIRTUAL YEAR-END PERFORMANCE REVIEW OF REGIONAL AND SCHOOLS
 DIVISION OFFICES ADMINISTRATIVE SERVICE PERSONNEL**

1. This Office, through the Administrative Division, shall conduct a Virtual Year-End Performance Review of the Regional and Schools Division Offices Administrative Service Personnel on October 7-8, 2021.
2. The activity aims to assess the performance of the Regional and Schools Division Offices Administrative Service, thresh-out issues and concerns affecting the delivery of services to its clientele amid this pandemic and come up with a concrete plan to address them.
3. Each Office shall prepare and present a report of its Accomplishments for the last three (3) quarters of 2021 using the attached template.
4. The participants to this activity are as follows:

OFFICE	PARTICIPANTS
Regional Office	CAO, SAO, Unit/Section Heads, TCE, AO IV, II & I and AAVI
Schools Division Offices	AO V, HRMO, Cashier, Supply Officer, Records Officer and focal person of the Payroll

5. Regional Office participants shall be served with meals and snacks chargeable against the Administrative Division fund subject to the usual accounting rules and procedure.
6. Immediate dissemination of and compliance with this Memorandum are desired.

G. Mercado
MA. GEMMA MERCADO LEDESMA
 Regional Director *G*

AD-SAO-EEC



