



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

October 5, 2021

REGIONAL MEMORANDUM

No. **00589**, s. 2021

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

To: Schools Division Superintendents
All Others Concerned

1. Due to an equally important activity to be conducted by this Office, particularly, the Administrative Division, the Virtual Year-End Performance Review of Regional and Schools Division Offices Administrative Service Personnel is hereby reset from October 7-8, 2021 to **October 12-13, 2021**.
2. Other provisions in Regional Memorandum No. 0568, s. 2021 are still in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosure: RM 0568, s. 2021

Reference: RM 0568, s. 2021

To be indicated in the Perpetual Index
under the following subjects:

ADMINISTRATIVE SERVICES
RESETTING
YEAR END PERFORMANCE REVIEW

AD-PS-EDR





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**

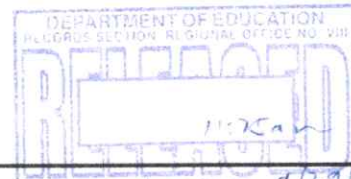
1. This Office, through the Administrative Division, shall conduct a Virtual Year-End Performance Review of the Regional and Schools Division Offices Administrative Service Personnel on October 7-8, 2021.
2. The activity aims to assess the performance of the Regional and Schools Division Offices Administrative 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.

MA. GEMMA MERCADO LEDESMA
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 Regional Director

AD-SAO-EEC



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DepEd RO8 ATA-F16 (CY2018-V03-r00) Page 1 of 1



