



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

November 29, 2021

OFFICE MEMORANDUM

No. **000653**, s. 2021

ACTIVITIES FOR DECEMBER 2021 OF THE ADMINISTRATIVE DIVISION

To: **Administrative Division Personnel**
All Others Concerned

1. This Office, through the Administrative Division, announces its scheduled activities for December 2021, as follows:

December 1-2, 2021 - 2021 Quarter 4 Internal Monitoring, Evaluation and Adjustment
December 7-8, 2021 - Performance Review of Administrative Division Personnel cum
Target Setting for 2022 Batch 1
December 9-10, 2021- Batch 2

2. These activities aim to:

- assess the performance of the Administrative Division personnel as against the targets indicated in the Office Performance Commitment Review (OPCR);
- make adjustment of its 2022 Annual Implementation Plan (AIP); and
- come up with an objective rating of the 2021 Individual Performance Commitment Review (IPCR) of its personnel.

3. The participants are the Chief, Supervising Administrative Officer, Unit and Section Heads and all personnel of the Administrative Division. They shall be served with meals and snacks charged against the Administrative Division fund subject to the usual accounting and auditing rules.

4. Immediate dissemination of and compliance with this Memorandum are desired.


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