Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

December 9, 2022

OFFICE MEMORANDUM
No. **713** , s. 2022

YEAR-END PERFORMANCE REVIEW AND EVALUATION-CUM-INTERNAL MONITORING, EVALUATION AND ADJUSTMENT (IMEA) OF THE ADMINISTRATIVE DIVISION

To: The Chief, Administrative Division
        Unit/Section Heads
        All Others Concerned

1.   This Office, through the Administrative Division, announces the conduct of Year-End Performance Review and Evaluation-cum-Internal Monitoring, Evaluation and Adjustment for the 4th Quarter of 2022 on December 22-23, 2022 at the Administrative Division Conference Room, DepEd RO8, Government Center, Candahug, Palo, Leyte.

2.   The activity aims to:

   a. Review and evaluate the performance of the Administrative Division personnel for the 2nd semester of 2022;
   b. Conduct IMEA-vis-à-vis-targets for the 4th Quarter of 2022 as indicated in the AIP;
   c. Identify planned outputs which were not accomplished, if any, and prepare catch up plan for the succeeding year;
   d. Discuss and resolve issues and concerns relative to the performance of Administrative Division Personnel.

3.   The participants to this activity are the Chief of the Administrative Division, Supervising Administrative Officer, Heads of the Unit and Sections, all administrative division personnel to include the JOs/COs and outsourced Security Guards and Utility Workers.

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4.   Participants shall be served with lunch and snacks during the entire duration of the activity chargeable against the Administrative Division fund subject to the usual accounting rules and regulations.

5.   Immediate dissemination of and compliance with this Memorandum are desired.
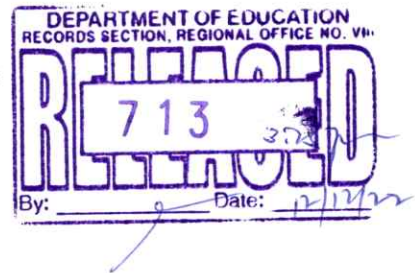
EVELYN R. FETALVERO, CESO IV
Regional Director

Reference: As stated
Enclosure: None
To be indicated in the perpetual index under the following subject:

ADMINISTRATIVE DIVISION
PERFORMANCE REVIEW AND EVALUATION
INTERNAL MEA

AD-SAO-EEC