



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

November 29, 2023

**OFFICE MEMORANDUM**

AD-2023- **722**

**UPDATE ON THE YEAR-END PERFORMANCE REVIEW AND  
EVALUATION OF THE ADMINISTRATIVE DIVISION**

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

1. This Office, through the Administrative Division, announces the resetting of the Year-End Performance Review and Evaluation of the Administrative Division from December 6-7, 2023 to December 12-13, 2023.
2. To ensure an exhaustive review of the performance of every employee and considering the number of personnel of the Office, this shall be a live-in activity and attendance thereof shall be compulsory.
3. All other provisions of Office Memorandum No. 380, s. 2023 that are consistent with this issuance remain in force and in effect.
4. Immediate dissemination of and compliance with this Memorandum are desired.

*fr:*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director *g*

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