



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

March 15, 2024

OFFICE MEMORANDUM

HRDD-2024- 169

**2024 MID-YEAR PERFORMANCE REVIEW AND YEAR-END EVALUATION OF
THE HUMAN RESOURCE DEVELOPMENT DIVISION**

To: Chief, Human Resource Development Division
Human Resource Development Division Personnel
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), shall conduct its 2024 Mid-Year Performance Review and Year-End Evaluation of the Human Resource Development Division on July 18-19, 2024 and December 19-20, 2024, respectively. The venue shall be announced in a separate issuance.
2. The activity aims to:
 - a. review and evaluate the performance of the Human Resource Development Division based on their IPCRF for 2024;
 - b. identify performance gap/s, if any, as basis for the crafting of Coaching and Mentoring Plan; and
 - c. craft performance commitment form for 2025.
3. The participants are all personnel of the Human Resource Development Division including the Contract of Service (COS) employees.
4. Meals and snacks shall be served to the participants in the entire duration of the activity to be charged against the MOOE/Local funds of the HRDD subject to the usual accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

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