



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

March 12, 2024

OFFICE MEMORANDUM

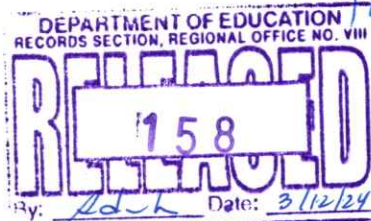
AD-2024- **158**

**2024 MID-YEAR PERFORMANCE REVIEW AND YEAR-END
EVALUATION OF THE ADMINISTRATIVE DIVISION**

To: Chief, Administrative Division
Administrative Division Personnel
All Others Concerned

1. This Office, through the Administrative Division, shall conduct its 2024 Mid-Year Performance Review and Year-End Evaluation of the Administrative Division on July 11-12, 2024 and December 12-13, 2024, respectively. The venue shall be announced in a separate issuance.
2. The activity aims to:
 - a. review and evaluate the performance of the Administrative Division Personnel 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 Administrative 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/training fund of the Administrative Division 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



AD-EEC



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