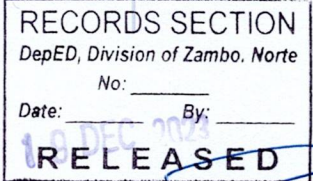




Republic of the Philippines
Department of Education

REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Office of the Schools Division Superintendent

December 18, 2023

Division Memorandum
No. S62, s. 2023

**Live-In Performance Review and Evaluation (RPMS Phase III) for Division Office
Teaching-related and Non-teaching Personnel**

TO: EXECOM
Education Program Supervisors
Public Schools District Supervisors
Division Unit Heads
Division Rank and File Personnel
This Division

1. Pursuant to DO 02, s. 2015 "Results-based Performance Management System" mandate to evaluate and assess the office performance of employees, this Schools Division will conduct its **Performance Review and Evaluation on December 22, 2022 in Top Plaza Hotel, Dipolog City from 7:30am to 9:00pm.** Breakfast, Lunch, Dinner, Morning and Afternoon snacks are provided with one (1) night accommodation.
2. All EXECOM Members, Education Program Supervisors, Public Schools District Supervisors, Division Unit Heads, and Division Rank and File personnel are enjoined to attend the activity.
3. Participants shall wear a **casual attire** for the entire duration of the program.
4. Every functional division shall prepare a group dance number and a group song that shall be allotted a minimum of four (4) minutes and a maximum of six (6) minutes per presentation.
5. Participants' incidental and travel expenses shall be charged to local funds in accordance to accounting and auditing rules.
6. Widest dissemination and compliance of this memorandum is desired.

ROY C. TUBALLA EMD, JD, CESO VI
Schools Division Superintendent

Classification: Performance Management
HRDSrip /PM/12/18/2023



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