



Republic of the Philippines
 Department of Education
 Region X
DIVISION OF MALAYBALAY CITY
 Purok 6, Casisang, Malaybalay City
 Telefax #088-314-0094



DIVISION MEMORANDUM

No. 366 s, 2017

DePED-MALAYBALAY CITY DIVISION
RELEASED
 DATE: AUG 01 2017 TIME: 1:50
 BY: [Signature]

TO: Chief Education Supervisors & Staff, CID & SGOB
 Public Elementary and Secondary School Heads
 This Division

From: *[Signature]*
EDILBERTO L. OPLENARIA, CESO VI
 Schools Division Superintendent

Date: August 1, 2017

Subject: **TWO-DAY PLANNING WORKSHOP AND TARGET SETTING ON OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCRF) FOR SCHOOL HEADS**

1. The field is hereby informed that this Office will conduct a Two-Day Planning Workshop and Target Setting on Office Performance Commitment and Review Form (OPCRF) to all School Heads on August 3 & 4, 2017.

2. Participants of this Two-Day Planning Workshop and target setting are the following:

District	Date	Venue
1 - 5	August 3, 2017	Bukidnon NHS Main, District III
6 - 10	August 4, 2017	Linabo Central School, District VIII

3. Participants are expected to bring their own Laptop with Extension wire, snacks, lunch and be at the venue on or before 8:00 a.m.

4. For compliance.