



Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
Division of Malaybalay City

DM 2021-09-501
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE SEP 20 2021 11:30
BY: _____

DIVISION MEMORANDUM

No. 501, s. 2021

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
All Others Concerned

From: **VICTORIA V. GAZO PhD, CESO V**
Schools Division Superintendent

Date: September 20, 2021

Subject: **MALAYBALAY CITY DIVISION OFFICE PERSONNEL
2021 PERFORMANCE REVIEW AND EVALUATION**

1. Pursuant to DepEd Order No. 2, s. 2015 re: Guidelines on the Establishment and Implementation of the Result-Based Performance Management System (RPMS) in the Department of Education, this Office will conduct the 2021 Performance Review and Evaluation among office personnel of Malaybalay City Division on September 23-24, 2021 via google meet.
2. Each division head of office shall select a technical operator and moderator to facilitate the breakout session. The assigned technical operator in each division shall prepare for the link of the google meet, playing videos and other technical operation during the session. Links will be provided in the chat group.
3. Enclosed is the matrix of the activity. Queries relative to this can be relayed to RIA **K. ALCUIZAR**, Senior Education Program Specialist – Planning and Research at **09271501978**.

Enclosure:
As stated

Copy furnished:
Records Unit
Planning and Research



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**MALAYBALAY CITY DIVISION OFFICE PERSONNEL
2021 PERFORMANCE REVIEW AND EVALUATION
MATRIX OF THE ACTIVITY**

September 23, 2021		
Plenary Session:		
8:30 -9:30 A.M	Preliminaries	Multimedia
	Welcome Remarks	Lorenzo O. Capacio SGOD Chief ES
	Message	Victoria V. Gazo Schools Division Superintendent
	Statement of Purpose	Aliena S. Dajay Assistant Schools Division Superintendent
Breakout Session: By Division		
9:30 AM- 5:00 PM	Presentation of Accomplishment based on the target set	Employees of Each Division
September 24, 2021		
Plenary Session:		

8:30-12:00	Preliminaries	Multimedia
	Presentation of Office Accomplishment	Head of Office
	Open Forum	