



Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

DM- 2022- 06 - 330
 DEPED MALAYBALAY CITY DIVISION
RELEASED
 DATE JUN 8 2022 4:43 pm
 By:

Division Memorandum

No. 330, S 2022

To: Administrative Officer V
 Senior Education Program Specialist – Human Resource Development
 Senior Education Program Specialist – Monitoring and Evaluation
 Administrative Officer IV-Personnel Unit
 Administrative Officer II
 Nurse II

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

DATE: June 6, 2022

SUBJECT: **INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW
 TRAINING-WORKSHOP OF ADMINISTRATIVE OFFICER II FOR SY
 2021-2022**

1. This Office announces the conduct of the Individual Performance Commitment and Review Training-Workshop of Administrative Officer II for SY 2021-2022 at Sumpung Elementary School Multipurpose Hall on June 10, 2022.
2. The activity involves a technical workshop to review, assess, and evaluate the duties and responsibilities of a school-based Administrative Officer II.
3. This training-workshop aims to:
 - 3.1. Prepare and accomplish the Four-Stage Performance Management Cycle of the Administrative Officer II as prescribed by the Civil Service Commission;
 - 3.2. Assess and evaluate the performance of the Administrative Officer II for SY 2021-2022 based on Key Result Areas;
 - 3.3. Establish a standard IPCRF for all school-based Administrative Officer II for SY 2021-2022;
 - 3.4. Submit a duly accomplished, and complete IPCRF for SY 2021-2022 of all Administrative Officer II.
4. Participants of this activity are the Schools Division Superintendent, Administrative Officer V, Senior Education Program Specialist – Human Resource Development, Senior Education Program Specialist – Monitoring and Evaluation,



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
 Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
 Email Address: malaybalay.city@deped.gov.ph





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Administrative Officer IV-Personnel Unit, Administrative Officer II and Nurse II. Please refer to Enclosure no. 1 for Matrix and List of Participants/Working Committees.

5. Participants are required to follow IATF Guidelines and shall ensure that safety health protocols are observed at all times and wearing of facemask is compulsory.

6. Immediate and wide dissemination of and compliance with this memorandum is directed.

Copy furnished:
Records file
AO file



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

Enclosure No. 1 Division Memorandum No. 390 s. 2022

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW TRAINING-WORKSHOP OF
ADMINISTRATIVE OFFICER II FOR SY 2021-2022**

June 10, 2022 at Sumpung Elementary School Multipurpose Hall

Training Matrix

TIME	ACTIVITY	PERSON IN-CHARGE
07:00 am- 08:00 am	Registration/Attendance	Logistics Committee
08:00 am - 08:30 am	Opening Program	AVP
08:30 am – 08:45 am	Opening Remarks	VICTORIA V. GAZO, PhD, CESO V
08:45 am – 09:30 am	Performance Management System (PMS)	Manuel D. Dinlayan II, DPA
09:30 am – 10:00 am	Learning & Development (L & D)	Woodrow Wilson B. Merida
10:00 am – 10:30 am	Rewards & Recognition (R & R)	Lynne Valeen Eborá
10:30 am – 12:00 pm	Workshop Proper	Facilitator
12:00 pm - 01:00 pm	LUNCH BREAK	
01:00 pm - 02:00 pm	Presentation Of Outputs	Facilitator
02:00 pm – 03:00 pm	Discussion/Open Forum	Facilitator/Speaker
03:00 pm- 04:00 pm	Finalization of IPCR	Facilitator/Speaker
04:00 pm- 04:30 pm	Awarding of Certificate	Victoria V. Gazo, PhD, CESO V, Manuel D. Dinlayan II
04:30 pm – 05:00 pm	Closing Remarks	Janine M. Nericoa/AVP



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW TRAINING-WORKSHOP OF
ADMINISTRATIVE OFFICER II FOR SY 2021-2022**

June 10, 2022 at Sumpong Elementary School Multipurpose Hall
Training Matrix

WORKING COMMITTEES

	COMMITTEE COMPOSITION	FUNCTIONS
Overall Steering and Hall Preparation	Chairman- JANINE M. NERICOA (Sumpong CS) Co-Chairman: DON A. DEXIMO (Can-ayan IS)	Facilitate overall program Implementation and hall preparation
Logistics	Chairman- DHAIRYL JEAN C. FAJARDO (Kalasungay CS) Co-Chairman- ARCHILLE B. CONOL (Bangcud ES)	Preparation of registration, attendance and certificates
Program	Chairman- APRILLE MAE H. BANDONG (OSDS-Personnel Unit) Co-Chairman- ANGELI ANN T. MEDIDAS (Aglayan ES)	Master of ceremony and program in-charge
Documentation	Chairman- CHERYL JANE C. PEÑALOSA (San Jose ES) Co-Chairman- JERALYN C. BALANSAG (AVES)	Preparation and follow-up of evaluation (QUAME) and compile attendance



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

**INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW TRAINING-WORKSHOP OF
ADMINISTRATIVE OFFICER II FOR SY 2021-2022**

June 10, 2022 at Sumpung Elementary School Multipurpose Hall
Training Matrix

LIST OF PARTICIPANTS

1.	Victoria V. Gazo	Schools Division Superintendent
2.	Bahian, Evangeline P.	Linabo CS
3.	Bandong, Aprille Mae H.	Macote ES & Macote NHS
4.	Bendijo, Alve Anne Christy A.	Kibalabag IS
5.	Borres, Ness Viola M.	Imbayao ES & Imbayao NHS
6.	Brigole, Ruel T.	Kilap-agan IS
7.	Canson, Shella Novie A.	Magsaysay IS
8.	Conol, Archille B.	Bangcud CS
9.	Dayo, Irene Joy G.	Simaya IS
10.	Dela Cerna, Monabeth P.	Brgy. 9 ES & Natid-asan ES
11.	Delos Reyes, Welrose	Casisang Central IS
12.	Desalan, Jocardo B.	Tuburan IS
13.	Deximo, Don U.	Can-ayan IS
14.	Evangelista, Rhyna Fe M.	Dalwangan ES
15.	Fajardo, Dhairyl Jean C.	Kalasungay CS
16.	Galorio, Celeste G.	San Martin ES
17.	Garces, Brayon B.	Sta. Ana ES
18.	Garcia, Joseph L.	Capitan Anghel IS
19.	Israel, Joe Randy H.	Candiisan IS
20.	Lincasan, Bonna B.	Patpat ES, New Ilocos ES & Damitan ES
21.	Madronero, Clementina O.	BCT ES & Casisang NHS
22.	Medidas, Angeli Ann T.	Aglayan CS
23.	Miquiabas, Annabelle B.	MCCS
24.	Nericoa, Janine M.	Sumpung CS
25.	Pasquil, Jeralyn G.	AVES
26.	Peñalosa, Cheryl Jane C.	San Jose ES
27.	Ramos, Godisa M.	Managok CS
28.	Palma, Novilyn G.	OSDS-Personnel Unit
29.	Astudillo, Pamela	OSDS-Procurement Unit
30.	Woodrow Wilson B. Merida	Learning & Development (L & D)
31.	Lynne Valeen Eborra	Rewards & Recognition (R & R)
32.	Manuel D. Dinlayan II, DPA	Administrative Officer V
33.	Guia Ma. G. Villahermosa	Administrative IV- Personnel Unit
34.	Keziah Fatima Un M.	Nurse II



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060