



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

December 17, 2020

**OFFICE MEMORANDUM**

No. **540**, s. 2020

To: Performance Management Team (PMT) Members  
Regional Division Chiefs  
Regional Office VIII Employees  
All Others Concerned

**ADDENDUM TO THE OFFICE MEMORANDUM NO. 501, S. 2020 RE:  
2020 YEAR-END PERFORMANCE REVIEW AND EVALUATION**

1. In connection with the activities articulated in Regional Memorandum No. 501 s. 2020, relative to the conduct of 2020 Year-end Performance Review and Evaluation, the Functional Divisions are advised to strictly comply with the following sets of guidelines for a successful implementation of the activity, to wit;
  - a. The Functional Division Chiefs who are scheduled to present their accomplishments shall be requested to be at the RELC Conference Hall 2, five (5) minutes before the actual presentation;
  - b. The personnel of the Functional Divisions shall present their IPCRs with MOVs to the Chiefs or the assigned personnel in their respective offices in order to come up with the final ratings;
  - c. The Vice Chairman of the Performance Management Team, Dr. Isidro Catubig and Dr. Harvie Villamor of HRDD are tasked to monitor the presentation of the Personnel's IPCR; and
  - d. The snacks and lunch of the personnel shall be delivered to the respective venues. The Finance Division has to be provided with the list of the actual number of participants per Functional Division before 9:00 am on December 18, 2020.
  
2. Other provisions in the above-mentioned Memorandum still remain in effect.



3. Immediate dissemination of and compliance with this Memorandum are desired.

**RAMIR B. UYTICO EdD, CESO IV**  
Director IV

Enclosures: Office Memorandum No. 501, S. 2020

References: None

To be indicated in the Perpetual Index under the following subjects:

PRESENTATION      REVIEW      EVALUATION

OARD-AMB

