



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

December 21, 2020

OFFICE MEMORANDUM

No. **546** s. 2020

To: Administrative Division Personnel
All Others Concerned

**PRESENTATION OF THE 2020 FINAL RATING OF THE ADMINISTRATIVE SERVICES
PERSONNEL-cum-TARGET SETTING FOR CY 2021-2022**

1. Following the recently conducted Regional Monitoring, Evaluation, and Adjustment (RMEA) and the Seminar on Succession Planning, the Administrative Division personnel of this regional office shall convene face-to-face for the 2020 Year-End Performance Evaluation and Target Setting for CY 2021 on January 20-22, 2020 at RELC-NEAP, DepEd RO8 Government Center, Candahug, Palo, Leyte.
2. The meeting aims to:
 - a. present the 2020 final rating of the administrative personnel;
 - b. report on the administrative services' accomplishments, opportunities, innovations (if any), and programs;
 - c. thresh out issues and concerns on administrative services;
 - d. set targets for CY 2021 geared specifically towards higher employee motivation; employee development and organizational improvement; and program maintenance and development.
3. Each Unit / Section shall present its accomplishments, opportunities, programs, and ways forward. Each presenter is given a maximum of 30-45 minutes to present, and an open forum shall follow every after each presentation to allow participants from other sections or units to benchmark best practices, clarify issues, and raise concerns.
4. To continue the delivery of services and office operations, the Administrative Division shall observe skeleton workforce; and the participants shall strictly observe health protocols.
5. Refer to the attached list of participants.
6. The fund source and other incidental expenses relative to the conduct of this



7. Immediate dissemination of and strict compliance with this Memorandum are desired.

Ramir B. Uytico
t. RAMIR B. UYTICO EdD, CESO IV
Director IV 12/22/20

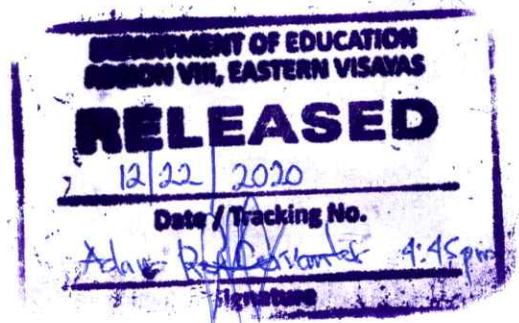
Enclosure: Meeting Schedule

Reference: NA

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

YEAR-END REVIEW MEETING ADMINISTRATIVE SERVICES TARGET SETTING

AD-RS-AVC



Enclosure to Office Memorandum No. _____, s. 2020

**PRESENTATION OF THE 2020 FINAL RATING OF THE ADMINISTRATIVE SERVICES
PERSONNEL-cum-TARGET SETTING FOR CY 2021-2022**

LIST OF PARTICIPANTS

Administrative Division (AD)				
VENUE: TRAINING HALL 1				
1.	BUSTAMANTE	JOSE	H.	Administrative Aide III
2.	CABOBOY	ELIZABETH	E.	Supervising Administrative Officer
3.	MARTINEZ	MARIANE FE	B.	Administrative Assistant I
4.	SARMIENTO	MERCEDES	D.	Chief Administrative Officer
5.	CALIPAYAN	ANDREY REY	N.	Administrative Aide VI
6.	CATALLA	RANDOLPH JOHN MURRY	L.	Contract of Service
7.	LAPIDARIO	SARAH	A.	Administrative Aide IV
8.	PAGLINAWAN	MA. LAURA	F.	Administrative Officer V
9.	PARIÑA	ERNA	B.	Administrative Officer I
10.	TADO	JACQUELINE	P.	Contract Service
11.	AGUILA	LUCIA	B.	Administrative Officer I
12.	CORNITO	ELIZABETH	C.	Administrative Aide IV
13.	RESCO	RUSSEL	L.	Administrative officer V
14.	TAJARROS	JOSEPHINE	L.	Administrative Aide VI
15.	URBANO	MILLEA JOY	A.	Administrative Assistant III
16.	ADRE	JOSE VICENTE	E.	Administrative Aide I
17.	HAMOY	HARLEY	M.	Administrative Assistant II
18.	REYES	APPLE	T.	Administrative Officer IV
19.	SELLOGA	EVANGELINE	N.	Administrative Aide I
20.	SENECIO	JOJO	O.	Administrative Aide IV
21.	TAJO	LINAFLOR	I.	Administrative Assistant III
22.	YERRO	NIETO	E.	Administrative Aide IV
23.	ANTILLON	ROSENDO		Agency Hired – Vision
24.	BASACA	JONATHAN		Agency Hired-Vision
25.	DELECTOR	JERWEN		Agency Hired – Vision
VENUE: TRAINING HALL 2				
26.	MARI	BIENVENIDO		Agency Hired – Vision
27.	SUPERIO	MICHAEL		Agency Hired- Vision
28.	ABALORIO	WEDLYN	P.	Teacher-Credential Evaluator II
29.	ALEJANDRO	REMEDIOS	L.	Administrative Assistant V
30.	ANTIDO	JUDITHA	P.	Administrative Aide VI
31.	AREGLADO	NERIO CLENTON	R.	Administrative Officer II
32.	CEZAR	MARIA EVA	A.	Administrative Assistant II
33.	DELA CRUZ	FERNANDA	L.	Administrative Aide VI
34.	DELOPERE	JANICE	C.	Administrative Officer II

35.	DOCENA	BERNARDITA	M.	Administrative Aide VI
36.	ENRIQUEZ	JOSELITO	G.	Administrative Aide VI
37.	GADDI	MILGRACE	A.	Administrative Aide VI
38.	GARCIA	ED KATHELEN	Q.	Contract Service
39.	MALQUISTO	NENITA	D.	Administrative Aide VI
40.	ROSALES	EVA	D.	Administrative Officer V
41.	SUMAPIG	BIENVENIDO	U.	Administrative Assistant II
42.	TUAZON	MARIA CYNTHIA	A.	Administrative Assistant II
43.	VIRTUDES	REGIN	T.	Administrative Aide III
44.	ZABALA	CHONA	O.	Administrative Officer IV
45.	ATILLO	JUANERICO	D.	Security Guard I
46.	CAMINO	AIMIE	A.	Contract of Service
47.	CLOSA	NILO	C.	Security Guard I
48.	CORDETA	IRIS	N.	Administrative Aide VI
49.	CINCO	ARIEM	V.	Administrative Officer V
50.	ECITO	ANJO ANDREW	V.	Contract Service