



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

November 25, 2021

OFFICE MEMORANDUM

No. **000629** s. 2021

To: Regional Division Chief } Quality Assurance Division
Education Program Supervisor
Administrative Assistants

**2021 QUALITY ASSURANCE DIVISION (QAD) YEAR-END PERFORMANCE
ASSESSMENT AND EVALUATION**

1. In compliance with in the establishment and implementation of the Results-based Performance Management System (RPMS) in the region, this Office through the Quality Assurance Division will conduct the **2021 QAD Year-End Performance Assessment and Evaluation** on December 20-21, 2021 through google meet.
2. The objectives of this activity are as follows:
 - a. present the Accomplished Individual Performance Commitment Review (IPCR) with ratings of Education Program Supervisors (EPS) and Administrative Assistants (ADAS);
 - b. assess and evaluate the IPCR accomplishment of physical targets in relation to Quarterly Monitoring and Evaluation and Adjustment (MEA) report per Key Result Area (KRA); and
 - c. prepare Individual Development Plan for the improvement of performance in the next cycle of assessment and evaluation.
3. The participants of the said activity are the following:

| Personnel | Number |
|--------------|----------|
| QAD- Chief | 1 |
| QAD- EPS | 6 |
| QAD-ADAS | 2 |
| Total | 9 |

4. Furthermore, the concerned personnel are reminded to observe health and safety protocols such as wearing of facemask, face shield, wearable air purifier, frequent handwashing and using alcohol while attending this activity.



5. All expenses incurred relative to the conduct of this activity shall be charged against Regional Office VIII- QAD fund, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director *18*

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