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

June 21, 2023

OFFICE MEMORANDUM

No. **380** s. 2023

CONDUCT OF 2023 MID-YEAR PERFORMANCE REVIEW AND YEAR-END PERFORMANCE EVALUATION OF THE ADMINISTRATIVE DIVISION

To: Chief, Administrative Division
All Administrative Division Personnel

1. Pursuant to DepEd Order no. 2, s. 2015, this Office, through the Administrative Division, shall conduct its **2023 Mid-Year Performance Review and Year-End Performance Evaluation** on August 10-11, 2023 and December 6-8, 2023, respectively, at the RELC-NEAP, DepEd RO VIII, Government Center, Candahug, Palo, Leyte.
2. The activity aims to:
 - a. Review and assess the performance of the Administrative Division personnel;
 - b. Calibrate the Individual Performance Commitment and Review Forms (IPCRF) for the remaining period of 2023, if necessary, to ensure alignment with the Office Performance Commitment and Review Form (OPCRF) of the Office; and
 - c. Discuss and resolve issues and concerns affecting the performance of the personnel.
3. The participants to this activity are all Administrative Division personnel to include the Contract of Service and Reassigned/Detailed and outsourced employees.
4. The Heads of the Units and Sections must ensure an objective and impartial evaluation of the performance of their respective personnel based on the presented means of verification (MOV) per output indicator.



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5. The participants shall be served with lunch and snacks during the entire duration of the activity and shall be chargeable against the Administrative Division 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

Reference: DepEd Order no. 2, s. 2015

Enclosure: As stated

To be indicated in the perpetual index under the following subject:

ADMINISTRATIVE DIVISION

PERFORMANCE REVIEW AND EVALUATION

AD-EEC

