



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

January 25, 2024

REGIONAL MEMORANDUM

No. **90** s. 2024

**PERFORMANCE MONITORING AND EVALUATION OF RECORDS SECTION
IN THE SCHOOLS DIVISION OFFICES**

To: Schools Division Superintendents
Administrative Officers V
Division Records Officers
All Others Concerned

1. This Office, through the Records Section of Administrative Division, requires the Records Officers in all 13 Schools Division Offices to update the Performance Monitoring and Evaluation Tracker, which can be accessed using MS 365. The link will be shared by the Regional Records Officer, Mr. Ariem V. Cinco in the Official GC of Records Officers in the Region. The Division Records Officers shall update the tracker quarterly prior the Regional PIR.
2. The Performance Monitoring and Evaluation Tracker shall serve as a repository of data relative to Records Offices' Performance vis-à-vis the deliverables and KRAs stipulated in the Compendium and Annual Implementation Plan.
3. The data gathered shall be the bases in identifying Strengths, Weakness Opportunities, and Threats of and to Records Management, and examine service delivery gaps. Furthermore, the data shall be used as a springboard in the Technical Assistance Provision, Coaching, and Mentoring of Records Officers in the field by The Regional Records Officer.
4. Immediate dissemination of and compliance with this Memorandum are desired.

pr *rm*
EVELYN R. FETALVERO CESO IV
Regional Director *EF*

Enclosures: None
References: None

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

EVALUATION MONITORING PERFORMANCE RECORDS

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