



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

February 26, 2025

OFFICE MEMORANDUM

AD-2025- **103**

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

To: Chief, Administrative Division
 All Others Concerned

1. This Office, through the Administrative Division, shall conduct its Mid-Year Performance Review and Year-End Evaluation on July 24-25, 2025 and December 16-17, 2025 respectively. The venue shall be announced in the official messenger account of the Administrative Division.
2. The activity aims to:
 - a. Review and evaluate the performance of the Administrative Division personnel based on their IPCRF for 2025;
 - b. Identify performance gap/s, if any, as basis for the crafting of coaching and mentoring plan; and
 - c. Craft Individual Performance Commitment for 2026.
3. The participants are all personnel of the Administrative Division including the Contract of Service (COS) employees.
4. Meals and snacks shall be served to the participants in the entire duration of the activity to be charged against the Administrative Division fund subject to the existing accounting rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director



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