



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

July 2, 2026

OFFICE MEMORANDUM

AD-2026- **335**

**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 the **Mid-Year Performance Review** on **July 16-17, 2026**, and the **Year-End Performance Evaluation** on **November 26-27, 2026**.
2. The activity aims to review and evaluate the performance of the Administrative Division personnel, provide constructive feedback, coaching, and mentoring, as necessary, and identify appropriate interventions to address performance gaps and further enhance individual and organizational performance.
3. The participants in the activity are all personnel of the Administrative Division, including Contract of Service (COS) employees.
4. Participants shall be provided with one (1) lunch and two (2) snacks (morning and afternoon) during the activity. Expenses incurred shall be charged against the Administrative Division funds, subject to the usual accounting, auditing, and other applicable government rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

for:
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Regional Director



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