



Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**DIVISION OF AKLAN**

January 18, 2022

**DIVISION MEMORANDUM**

No. 31, s. 2022

**PERFORMANCE REVIEW AND TARGET SETTING FOR CY 2022**


To: **Chief Education Supervisors**  
**Education Program Supervisors**  
**Public Schools District Supervisors**  
**Heads of Public Elementary, Integrated and Secondary Schools**  
**All Others Concerned**

1. There will be a Performance Review and Target Setting for CY 2022 on January 25-26, 2022 at 9:00 o'clock in the morning to 5:00 o'clock in the afternoon through face-to-face and online platform using Zoom (the link will be sent later).
2. This activity aims to review the performance of all division office-based personnel for CY 2021 and set the targets for CY 2022.
3. The participants to this activity are the following:

<b>Participants</b>	
Schools Division Superintendent	1
OIC, Office of the Asst. Schools Division Superintendent	1
Chief Education Supervisors	2
Education Program Supervisors (SGOD and CID)	10
Public Development Officer II (LRMDS)	1
Public Schools District Supervisors (Representative) * (the rest of the PSDS shall attend online)	2
Information Technology Officer I	1
Attorney III	1
Administrative (AO V and HR)	2
Supply	1
Budget and Accounting	3
Cash	1
Records	1
Education Program Specialist II (ALS)	2
School Health and Nutrition	4
P & R (SEPS and PO III)	2
EFD (Engineers)	2
SGOD (HRTD)	2
SGOD (MEA)	2
SGOD (SocMob)	3
SGOD (PDO I)	2
<b>Total</b>	<b>46</b>



4. Attached are the program of activities and prescribed templates to be used in this activity.
5. Please be advised to accomplish Inclosure No. 1 (For individual accomplishment and target) of this Memorandum prior to our scheduled activity to facilitate our work and time.
6. Expenses relative to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Adherence to the health protocols shall be strictly observed (refer to D.O. No. 14, s. 2020, Guidelines on the Required Health Standards in Basic Education Offices and Schools).
8. Immediate dissemination of and compliance to this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

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

**APPOINTMENT**

**EMPLOYMENT**

**TEACHERS**

JBL/cdb

Enclosure No. 1 to the Division Memorandum No. 21, s. 2022

**2021 ACCOMPLISHMENT AND 2022 TARGETS**

*(For individual Accomplishment and Target)*

<b>A. Key Result Areas (of the Position)</b>	<b>Objectives</b>	<b>2021 Target</b>	<b>2021 Accomplishment</b>	<b>2022 Target</b>	<b>2022 Key Performance Indicator</b>	<b>2022 Activities</b>	<b>Major Outputs (based on the Charter)</b>

Prepared and submitted by:

\_\_\_\_\_



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Enclosure No. 2 to the Division Memorandum No. 31, s. 2022

**2021 ACCOMPLISHMENT AND 2022 TARGETS**

**Functional Division:** \_\_\_\_\_

A. Key Result Areas	Objectives	2021 Target	2021 Accomplishment	2022 Target	2022 Key Performance Indicator	2022 Activities	Major Outputs (based on the Charter)

Prepared and submitted by: \_\_\_\_\_



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**PROGRAM OF ACTIVITIES**

**Day 1**

- 9:00 - 9:30 - Preliminaries
- 9:31 - 10:30 - Presentation of the Key Performance Indicators  
Presentation of Three-Year Strategic Plan  
Presentation of OPCRf
- 10:31 - 12:00 - BREAK-OUT SESSION

Functional Division	Venue
OSDS	Conference Hall
CID	CID Chief Office
SGOD	SGOD Office

- Identifying the Accomplishments for 2021 and setting the targets for 2022 using the prescribed template (Inclosure No. 1)
- Consolidating the Targets and Accomplishments by Functional Division using the prescribed template (Inclosure No. 2)

Note: Identified activities must be aligned with the WFP

- 12:01 - 1:00 - LUNCH BREAK
- 1:01 - 5:00 - Continuation of the Break-out Session

**Day 2**

Participants	Venue
SDS, ASDS, 2 Chief, 3 EPS (1 SGOD & 2 CID), ITO, SEPS M & E, SEPS P & R, PO III	Conference Hall
* Online platform for the rest of the participants	

- 9:00 - 9:30 - Preliminaries
- 9:31 - 12:00 - Presentation of the 2021 Accomplishment and 2022 Targets per Functional Division (to be presented by the 2 chiefs and ASDS)
  - CID  
Giving of Feedback
  - SGOD  
Giving of Feedback
- 12:00 - 1:00 - LUNCH
- 1:01 - 2:00 - Continuation of the Presentation of the 2021 Accomplishment and 2022 Targets per Functional Division
  - OSDS  
Giving of Feedback
- 2:01 - 3:00 - Presentation of WFP 2022 - Planning Unit
- 3:01 - 4:00 - WRAP-UP ACTIVITIES  
NEXT STEPS
- 4:01 - 4: 20 - CLOSING PROGRAM