



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

December 5, 2023

DIVISION MEMORANDUM

No. **572**, s. 2023

**YEAR-END PERFORMANCE REVIEW AND EVALUATION OF SCHOOL
 AND NON-SCHOOL BASED PERSONNEL**

To: **OIC, Office of the Assistance Schools Division Superintendent**
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge of the District
Senior/Education Program Specialist
Unit/Section Heads
All Others Concerned

1. There will be a Year-End Review for School and Non-School Based Personnel on December 18-19, 2023 at 8:00 o'clock in the morning to 5:00 o'clock in the afternoon at Division Conference Hall, DepEd Division Office, Numancia, Aklan.
2. This activity aims to review the performance of all division office-based personnel and program, projects and activities for CY 2023.
3. The participants to this activity are the following:

Participants	
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 Schools District Supervisors (East & West representative)	2
Public Development Officer II (LRMDS)	1
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
Staff	3
Total	49



Poblacion, Numancia, Aklan
 Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
 Website: <https://depedaklan.online>
 Email Address: aklan.1958@deped.gov.ph

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 Division MOOE funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance of this Memorandum is desired.


FELICIANO C. BUENAFE Jr. CESO VI
Schools Division Superintendent

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

APPOINTMENT

EMPLOYMENT

TEACHERS



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2023 ACCOMPLISHMENT AND 2024 TARGETS

(For individual Accomplishment and Target)

A. Key Result Areas (of the Position)	Objectives	2023 Target	2023 Accomplishment	2024 Target	2024 Key Performance Indicator	2024 Activities	Major Outputs (based on the Charter)

Prepared and submitted by:



2023 ACCOMPLISHMENT AND 2024 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:



PROGRAM OF ACTIVITIES

Day 1

- 8:00 – 9:00 - Registration/Attendance
- 9:00 - 9:30 - Preliminaries
- 9:31 - 10:30 - Presentation of the Key Performance Indicators
Presentation of OPCRf

- 10:31 - 12:00 - BREAK-OUT SESSION

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

- Setting of Individual Targets and Accomplishment using the prescribed template (Inclosure No. 1)
- Consolidate the Targets and Accomplishments by Functional Division using the prescribed template (Inclosure No. 2)

Note: Identified activities must aligned with the WFP

- 12:01 - 1:00 - LUNCH BREAK

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

Day 2

- 9:00 - 9:30 - Preliminaries
- 9:31 - 12:00 - Presentation of the 2023 Accomplishment and 2024 Targets per Functional Division (to be presented by the 2 chiefs and ASDS)
 - CID
Giving of Feedbacks
 - SGOD
Giving of Feedbacks

- 12:00 - 1:00 - LUNCH

- 1:01 - 2:00 - Continuation of the Presentation of the 2023 Accomplishment and 2024 Targets per Functional Division
 - OSDS
Giving of Feedbacks

- 2:01 - 3:00 - Presentation of WFP 2024 - Planning Unit
- 3:01 - 4:00 - WRAP-UP ACTIVITIES
NEXT STEPS

- 4:01 - 4:20 - CLOSING PROGRAM

