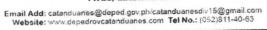


Date

## Republic of the Philippines DEPARTMENT OF EDUCATION Region V(Bicol)

## SCHOOLS DIVISION OF CATANDUANES

Virac, Catanduanes





	sion Memorandum, s. 2018		RELEAS I DepEd, Division of Catandu RECORDS SECTION	
	То	:	Chiefs, SGOD and CID Supervisors School Heads Section/Unit Heads Others Concerned  Oate OCT 1 5 2018  Fine: 1:29 P. H.  Initial/Signature: 94	deservem Bosoverpo
	From	:	SOCORRO V. DELA ROSA, CESO VI Schools Division Superintendent	
	Subject	:	Division Re-Orientation cum Performance Planning, Evaluation on the RPMS and Induction Program for	

October 15, 2018

 This Office will conduct a 2-Day Live-Out Division Re-Orientation cum Performance Planning, Evaluation on the RPMS and Induction Program for Administrative Assistants I, II, II and Registrars in the Schools and Schools Division Office at Rhaj Inn Function Hall, Virac, Catanduanes on October 18-19, 2018.

Schools and Schools Division Office

- 2. The objectives of this activity are the following:
  - Re-orient employees regarding the terms of reference, parts and cycles of RPMS Manual;

Administrative Assistants I, II, III and Registrars in the

- Evaluate the employee's individual performance based on their Key Result Areas (KRAs);
- Prepare a Work and Financial Plan for 2019.
- 3. Participants to this activity are all the Administrative Assistants I, II and III and Registrars in the Schools and Schools Division Office.
- A registration fee of Seven Hundred Pesos only (700.00 Php) shall be charged from each participant to defray the expenses for snacks and lunch chargeable against Division HRTD-SGOD fund.
- 5. For information and compliance.