Division Memorandum
No. 272, s. 2018

To: Chiefs, SGOD and CID Supervisors
   School Heads
   Section/Unit Heads
   Others Concerned

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
         Administrative Assistants I, II, III and Registrars in the
         Schools and Schools Division Office

Date: October 15, 2018

1. 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.

2. The objectives of this activity are the following:
   - Re-orient employees regarding the terms of reference, parts and cycles of RPMS Manual;
   - Evaluate the employee’s individual performance based on their Key Result Areas (KRAs);

3. Participants to this activity are all the Administrative Assistants I, II and III and Registrars in the Schools and Schools Division Office.

4. 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.