



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

SCHOOLS DIVISION OF CATANDUANES
Virac, Catanduanes

Email Add: catanduanes@deped.gov.ph/catanduanesdiv15@gmail.com
Website: www.depedrovcatanduanes.com Tel No.: (052)811-40-63



Division Memorandum
No. 272, s. 2018

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date OCT 15 2018

Time: 1:28 P.M.

Initial/Signature: [Signature]

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

From : **SOCORRO V. DELA ROSA, CESO VI**
Schools Division Superintendent *(D)*

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);
 - 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.
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.