Division Memorandum
No. 233, 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-Orient ation cum Performance Planning,
         Evaluation on the RPMS and Induction Program for
         Security Guards and Utility Personnel in the Schools and
         Schools Division Office

Date: October 15, 2018

1. This Office will conduct a 1-Day Division Re-Orient ation cum Performance Planning,
   Evaluation on the RPMS and Induction Program for Security Guards and Utility Personnel
   in the Schools and Schools Division Office at Terrazas De Ponti, Calatagan,
   Virac, Catanduanes on October 20, 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 employees' individual performance based on their Key Result
     Areas (KRAs);

3. Participants to this activity are all the Security Guards and Utility Personnel in the
   Schools and Schools Division Office.

4. A registration fee of Three Hundred Fifty Pesos only (350.00 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.