DIVISION MEMORANDUM
OSDS-ASDS- DM- 4P S. 2019

2019 DIVISION PERFORMANCE EVALUATION, PERFORMANCE PLANNING & COMMITMENT FOR 2020

To: Chiefs, CID & SGOD
   Education Program Supervisors
   Public Schools District Supervisors
   Section Chiefs/Unit Heads
   All SDO Personnel (Permanent, Casual & Job Orders)
   All others concerned

1. In connection with our 2019 Division Performance Evaluation and Performance Planning and Commitment for 2020 cum Christmas Party & Send – Off on December 19, 2019, please be guided with the Program of Activites:
   - 7:00- 7:30 A.M. - Assembly time @ SDO
   - 8:00- 9:30 A.M. - Thanks Giving Mass @ SDO Hall A
   - 10:00 A.M.- Travel time to Amenia Beach Resort
   - 10:30- 12:00 Noon- Beach Time/Preparation for Christmas Party
   - 1:00 P.M.- 3:00 P.M.- Send- Off Party
   - 3:00 P.M. onwards- Christmas Party

2. All participants are requested to wear red shirt & pants during the Mass, while in the afternoon will be a casual wear with touch/shade of red. There will be an exchange of gifts during the party which cost not less than Three Hundred Pesos only. (Php 300.00). A surprise number per group/functional division is expected during the program.

3. Attached to this memorandum is the list of working committees.

4. For information, guidance and compliance.

[Signature]
Schools Division Superintendent

Encl:
References:
To be indicated in the Perpetual Index
Under the following subjects:

Activities
ATB/DM Division Performance Evaluation, Performance Planning & Commitment for CY 2020
000002December 1, 2019
ENCLOSURE A: LIST OF WORKING COMMITTEES

- MASS
  First Reading
  Second Reading
  Prayers of the Faithful
  Commentator
  Choir
  Offertory
  CID
  Chef, Josefa V. Zape
  Chief, Miguel C. Ogalinola
  SDS Danilo E. Despi
  ASDS Ma. Luisa T. Dela Rosa
  C/o Shiel Bagadian
  Chiefs, Section Chiefs, EPS, PSDS and SDO Personnel

- PROGRAM
  SGOD C/O Aroline T. Borja

- RAFFLES
  Health & Nutrition Unit

- EXCHANGE GIFTS
  Personnel Section

- DECORATION
  Jennifer Metica Jogene Alily San Juan & Peachy Chavez

- SURPRISE NUMBERS
  by Functional Division
  OSDS
  Accounting & Personnel
  SGOD
  SGOD Personnel
  CID
  CID Personnel

- PRIZES FOR PARLOR GAMES
  Imelda Abejo, Eva Carino and Rosario Veilim

- COMMITTEE DE REPARO
  AO V - Eve Tolentino and Cristy De Leon