



Republic of the Philippines
Department of Education
Region V

SCHOOLS DIVISION OFFICE OF CATANDUANES



DIVISION MEMORANDUM
OSDS-ASDS- DM- 447 S. 2019

December 17, 2019
RELEASED

DepEd, Division of Catanduanes
RECORDS SECTION

2019 DIVISION PERFORMANCE EVALUATION, PERFORMANCE PLANNING & COMMITMENT FOR 2020

DEC 17 2019

Time: 4:18 Pm

Official Signature

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 Activities:

- 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.

DANILO E. DESPI
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
00002December 1, 2019

ENCLOSURE A:

LIST OF WORKING COMMITTEES

- **MASS**
 - First Reading
 - Second Reading
 - Prayers of the Faithful
 - Commentator
 - Choir
 - Offertory
 - **PROGRAM**
 - **RAFFLES**
 - **EXCHANGE GIFTS**
 - **DECORATION**
 - **SURPRISE NUMBERS**
 - OSDS
 - SGOD
 - CID
 - **PRIZES FOR PARLOR GAMES**
 - **COMMITTEE DE REPARO**
- CID
Chef, Josefa V. Zape
Chief, Miguel C. Ogalinola
SDS Danilo E. Despi
ASDS Ma. Luisa T. Dela Rosa
C/o Shiela Bagadiong
Chiefs, Section Chiefs, EPS, PSDS and SDO Personnel
- SGOD C/O Aroline T. Borja
Health & Nutrition Unit
Personnel Section
Jennifer Metica Jogene Alily San Juan & Peachy Chavez
by Functional Division
Accounting & Personnel
SGOD Personnel
CID Personnel
- Imelda Abejo, Eva Carino and Rosario Vegim
AO V - Eve Tolentino and Cristy De Leon