



August 23, 2017

**DIVISION MEMORANDUM**  
**NO. 199 s., 2017**

**ADDENDUM TO DIVISION MEMORANDUM NO. 199 S., 2017**  
**ENTITLED, "PERFORMANCE ASSESSMENT OF JOB ORDERS"**

**TO:** OIC, Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
SDO Unit Heads

1. With reference to Division Memorandum No. 199 s., 2017 entitled, "Performance Assessment of Job Orders" please be informed that all unit heads shall conduct a quarterly performance assessment of job order personnel under their supervision and submit the same to the Office of the Schools Division Superintendent.
2. The result of assessment will be the basis for renewal of contract for the succeeding quarter.
3. Immediate dissemination and strict compliance of this Memorandum is highly desired.

h: ELIAS A. ALICAYA, JR. Ed.D.  
OIC-Assistant Schools Division Superintendent  
f: **CHERRYLOU D. DE MESA**  
OIC, Schools Division Superintendent