



Republic of the Philippines
Department of Education
REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

December 6, 2021

DIVISION MEMORANDUM





NO. 457, s. 2021

TO: Assistant Schools Division Superintendents
Chief, CID and SGOD
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary School Heads
All Unit Heads
Division Personnel
All concerned

**OSDS YEAR- END PERFORMANCE REVIEW AND
PERFORMANCE PLANNING FOR CY 2022**

1. In line with the DepEd's view of ensuring a performance- based assessment of all employees, the Office of Schools Division Superintendent will have a **Year- End Performance Review and Performance Planning for CY 2022** on **December 9-10, 2021** at Royale Tagaytay Country Club, Inc., Buck Estate, Alfonso, Cavite.
2. The activity aims to:
 - 2.1. Provide employees with specific feedback of their job performance;
 - 2.2. Determine the status of their work progress and accomplishments that is based on clearly defined goals and objectives; and
 - 2.3. identify the individual's strengths and development needs.
3. Participants to this activity are expected to **be at the venue on or before 9:00 AM** and to **bring a copy of their Individual Performance Commitment and Review Forms** (IPCRF – Part I – IV).
4. Moreover, every personnel is expected to bring P300.00 worth of present for the exchange gift.
5. OSDS Division Personnel who will not attend the Year-End Performance review shall report to the Office on a skeleton workforce to ensure that services and transactions will not be hampered.



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education

REGION IV-A





SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

6. Attached in this Memorandum are the following:
Attachment No. 1 – Executive Committee and Program Management Team and Terms of References
Attachment No. 2 – List of Participants
Attachment No. 3 – Program Matrix
6. As the Province remains to be under COVID-19 Alert Level 2 restriction, participants must strictly follow all DOH, LGU and IATF-recommended health and safety measures and protocols. Furthermore, maintenance and emergency medications must be brought.
7. Expenses relative to the conduct of this event shall be charged against available Division MOOE Fund subject to usual accounting and auditing procedure.
8. Immediate dissemination of this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MCS/MPP /DM No. 457 s. 2021
120621-276/ 12/06/2021



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment no 1 to Division Memorandum No. 457 s. 2021 titled OSDS Year-End Performance Review and Performance Planning for CY 2022

EXECUTIVE COMMITTEE

ROMMEL C. BAUTISTA

Schools Division Superintendent

GALILEO L. GO

Assistant Schools Division Superintendent

RANDY D. PUNZALAN

Assistant Schools Division Superintendent

VERNA C. CABAYA

Administrative Officer V

PROGRAM MANAGEMENT TEAM

Program Committee:

RONALD KEVIN DEL ROSARIO

Administrative Officer II

MAUREEN C. SIDOCON

Administrative Officer II

Documentation Committee:

ROYCE R. AURE

Registrar I

MARGIE LYN P. ANTAZO

Administrative Assistant II

ROEL PENUS

Administrative Aide III

Technical Committee:

JAY DAYRIT

Administrative Assistant III

CHRISTOPHER MATTHEW TOLENTINO

Administrative Aide III

In-Charge of Ceremonies:

RONALD KEVIN DEL ROSARIO

Administrative Officer II

MAUREEN C. SIDOCON

Administrative Officer II



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849

www.depedcavite.com.ph

deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Monitoring and Evaluation Committee: **MARIA BELEN C. MOJICA**
SEPS M&E

TERMS OF REFERENCE

EXECUTIVE PLANNING AND PROGRAM

- Overseeing and approval of the working committee's plan of action

PROGRAM COMMITTEE

- Prepare/organize and lead the whole program flow
- Host the opening program and facilitate discussion and open forum
- Prepare and submit activity completion report and other pertinent documents
- Prepare, process, and issue certificates of PMT members and participants

TECHNICAL COMMITTEE

- Prepare the platform for the webinar
- Prepare/collect and take charge in playing all audio-visual presentations and materials to be used during the activity
- Assist in facilitating the open forum

DOCUMENTATION COMMITTEE

- Prepare a narrative or news report regarding the event
- Conduct photo and video documentation of the event
- Assist in facilitating the open forum





HOST

- Facilitate and moderate the meeting proper

MONITORING AND EVALUATION COMMITTEE / QATAME

- Prepare QATAME link/ form
- Consolidate participants' evaluation of conducted activity and identify areas for improvement
- Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education

REGION IV-A





SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment no 2 to Division Memorandum No. 457 s. 2021 titled OSDS Year-End Performance Review and Performance Planning for CY 2022

LIST OF PARTICIPANTS

NAME	POSITION
Rommel C. Bautista	Schools Division Superintendent
Galileo L. Go	Assistant Schools Division Superintendent
Randy Punzalan	Assistant Schools Division Superintendent
Verna C. Cabaya	Administrative Officer V
Cherry D. Bayot	Accountant III
Joyce L. Mojica	Budget Officer
Atty. Daniel Carpina	Attorney III
Laura R. Crema	Administrative Officer IV - Cash
Elaine V. Balen	Administrative Officer IV - Personnel
Melecio Pedron	Administrative Officer IV - Records
Edward Joevan Romen	Administrative Officer IV - Supply
Mignon Cecille Mangoba	Information Technology Officer I
Aisa A. Manzo	Administrative Assistant III
Aldrin Santos	Job Order
Alicia Panganiban	Administrative Assistant III
Alvin Cera	Job Order
Ana Joy Valencia	Administrative Assistant III
Angelica Almanzor	Administrative Assistant III
Angelica Cabral	Administrative Assistant III
Angelica E. Espineli	Administrative Assistant III
Angelo Soriano	Administrative Aide I
Arevalo, Abegail	Administrative Assistant III
Augusto Calpo	Administrative Aide I
Carmelo Castro	Administrative Aide III- Driver
Catherine Alberto	Administrative Assistant III
Cherrie Ann Sinsay	Administrative Aide III-COS
Cheryl G. Jomao-as	Administrative Officer II



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”







Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Christopher Matthew Tolentino	Administrative Aide III-COS
Clarissa P. Bayot	Administrative Assistant III
Dulce C. Tampoc	Administrative Officer II
Earl Gerald M. Corpez	Administrative Assistant I
Edlina Competente	Administrative Aide I
Edna C. Zurbano	Administrative Assistant II
Elsie Crisostomo	Administrative Aide VI
Erika R. Caraos	Administrative Assistant III
Ian Lew Cabingan	Administrative Assistant III
Ilagan, May Ann M.	Administrative Assistant II
Jay Dayrit	Administrative Assistant II
Jennifer B. Omipon	Administrative Assistant III
Jennifer Tolica	Administrative Assistant II
Jerome Corpez	Administrative Aide III-COS
Jessica Cailing	Administrative Aide III-COS
Joel Violeta	Job Order
John Malong	Administrative Assistant III
Johnny Matias Jr	Administrative Officer II
Judith Arturo	Legal Assistant I
Kim Louraine U. Bagsic	Administrative Assistant II
Kristine A. Salamatn	Registrar I
Leslee Bernarte	Administrative Assistant II
Lian Jazzel T. Velasco	Administrative Assistant III
Louise Randolph L. Erasmo	Administrative Assistant III
Ma. Corazon P. Federoso	Administrative Assistant III
Margie Lyn P. Antazo	Administrative Assistant II
Maria C. Pascua	Admin Aide IV
Maribel P. Rojo	Administrative Assistant III
Marissa Jacob	Administrative Aide III-COS
Mary Godwin P. Orido	Administrative Assistant III
Mary Jean Gallardo	Administrative Aide IV
Maureen Sidocon	Administrative Officer II
May L. Castaño	Administrative Assistant III



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Michelle Bataclan	Administrative Assistant III
Michelle M. Masicap	Admin Aide III-COS
Mika Costelo	Administrative Aide VI
Mona Karllaine Cortez	Administrative Aide VI
Nenita Fronda (senior citizen)	Admin Officer I
Norita C. Vasquez	Administrative Assistant III
Ralph Dominic R. Cristal	Job Order
Ramil Duclay	Administrative Aide III-COS
Richelle N. Panganiban	Administrative Assistant III
Roel L. Penuis	Administrative Aide III
Roland Bocalan	Administrative Aide III-COS
Ronald Kevin C. Del Rosario	Administrative Officer II
Rose Ann C. Creencia	Administrative Aide VI
Roy Edward C. Constante	Administrative Assistant III
Royce Aure	Registrar I
Salvador Reaño	Administrative Assistant III
Sarah Lyn Penalba	Administrative Assistant III
Selwyn Rom	Administrative Aide VI
Sherwin A. Rom	Administrative Assistant III
Somaira Nolasco	Administrative Assistant III
Stella Mariz C. Anudon	Administrative Assistant III
Yasmine Veronica Garcia	Administrative Aide VI



Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite

(046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849

www.depedcavite.com.ph

deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”



Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

Attachment no. 3 to Division Memorandum No. 457 s. 2021 titled OSDS Year-End Performance Review and Performance Planning for CY 2022

PROGRAM MATRIX

Day 1 – December 9, 2021 (Thursday)

TIME	ACTIVITY	SPEAKER/FACILITATOR
9:00 AM – 9:15 AM	Registration	
9:15 AM – 9:45 AM	Preliminaries Philippines National Anthem Prayer DepEd Quality Policy Opening Remarks	AVP AVP KRISTINE A. SALAMATIN Registrar I ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent
9:45 AM – 10:00 AM	CR Break	
10:00 AM – 11:00 AM	Lecture 1:	GALILEO L. GO Assistant Schools Division Superintendent
11:00 AM – 12:00 NN	Lecture 2: Leaping towards a better you	RANDY D. PUNZALAN Assistant Schools Division Superintendent
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Preparation of IPCRF	





End of Day 1 Activity

Day 2 – December 10, 2021 (Friday)

TIME	ACTIVITY	SPEAKER/FACILITATOR
8:00 AM – 9:00 AM	Preliminaries Prayer Makabayan Song Inspirational Message	AVP GALILEO L. GO Assistant Schools Division Superintendent
9:00 AM – 12:00 NN	Presentation of Output	
12:00 NN – 1:00 PM	Lunch Break	
1:00 PM – 3:00 PM	Other Matters	

Home Sweet Home!!



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
 (046) 419-0014, 419-1286, 412-0349, 419-1739, 412-0849
 www.depedcavite.com.ph
 deped.cavite@deped.gov.ph

“Serbisyong Pang- Edukasyon Tapat at Sapat para sa Batang KABITENYO”