



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

December 10, 2020

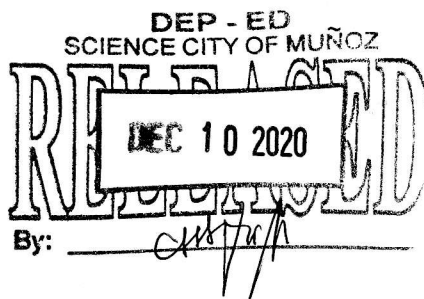
DIVISION MEMORANDUM

No. 229 s. 2020

To: All Schools Division Office Personnel

**DIVISION PERFORMANCE REVIEW AND EMPLOYEES SERVICE
EXCELLENCE FOR CY 2020**

1. The Department of Education Schools Division Office of Science City of Muñoz will conduct an online Division Performance Review and Employees Service Excellence for CY 2020 on **December 21-22, 2020 at 9:00 AM** via MS Teams. The link will be sent two (2) hours before the activity.
2. The activity aims to:
 - a. To help employees understand the result of their performance, how they can improve and what is expected of them.
 - b. To have a roadmap for the succeeding year's operations.
 - c. To give rewards and recognition to outstanding division employees for their exemplary performance for the year.
3. Enclosed is the training matrix for the said activity.
4. The participants to this activity are all SDO Personnel.
5. For information and compliance.



DANTE G. PARUNGAO, CESO VI
OIC-Schools Division Superintendent

Acctg2020



Loyal, Excellent, Accountable and Dedicated to Service
Address: Brgy. Rizal, Science City of Muñoz, 3119
Telephone No.: (044) 806 -2192; Email Address: munozscience.city@deped.gov.ph
DSCM-QMS-QMR-QSF-008 Rev.03 (01.31.20)



Certificate No. 50500731 QM15



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MATRIX OF ACTIVITIES FOR DIVISION PERFORMANCE REVIEW AND EMPLOYEES SERVICE EXCELLENCE FOR CY 2020

DAY 1 DECEMBER 21, 2020

Time	Activity	Person in-charge
9:00 am – 9:05 am	Prayer	Mercedita P. Saldero Education Program Supervisor
9:05 am – 9:10 am	Roll Call	Accounting Unit Personnel
9:10 am – 9:20 am	Statement of Purpose	Jomel V. Mangawang Accountant III
9:20 am – 9:30 am	Opening Message	Dante G. Parungao, CESO VI OIC-Schools Division Superintendent
9:30 am – 10:00 am	Presentation of Accomplishment Report of Curriculum Implementation Division	Larry D. Espiritu, PhD Chief, CID
10:00 am – 10:15 am	Snack	
10:15 am – 10:45 am	Continuation of presentation of CID	Larry D. Espiritu, PhD Chief, CID
10:45 am – 12:00 nn	Presentation of Accomplishment Report of School Governance Operations Division	Bernardo A. Gargabite, EdD Chief, SGOD
12:00 nn – 1:30 pm	Lunch break	
1:30 pm – 3:00 pm	Presentation of Accomplishment Report of the Office of Schools Division Superintendent	Zurex T. Bacay, PhD Assistant Schools Division Superintendent
3:00 pm – 3:15 pm	Snack	
3:15 pm – 5:00 pm	Continuation of presentation of OSDS	Zurex T. Bacay, PhD Assistant Schools Division Superintendent



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DAY 2 DECEMBER 22, 2020

9:00 am – 9:05 am	Prayer	Mercedita P. Saldero Education Program Supervisor
9:05 am – 9:10 am	Roll Call	Accounting Unit Personnel
9:10 am – 11:45 nn	Awarding Ceremony	Admin Personnel
11:45 pm – 12:00 nn	Closing Remarks	Zurex T. Bacay, PhD Assistant Schools Division Superintendent



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