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

December 10, 2021

DIVISION MEMORANDUM
No. 565, s.2021

CONDUCT OF ONLINE DIVISION PERFORMANCE REVIEW AND EMPLOYEE SERVICE EXCELLENCE AWARDING 2021

To: Assistant Schools Division Superintendent
CID and SGOD Chief
Unit Heads
All Others Concerned

1. The Department of Education (DepEd) – Division of Science City of Muñoz will conduct an Online Division Performance Review and Employee Service Excellence Awarding 2021 on December 15-16, 2021 via MS Teams. The link shall be provided to all participants a day before the activity.
2. This virtual activity aims to:
   a. help employees understand the result of their performance for the year as basis for their improvement;
   b. have a road map for succeeding year's operations; and
   c. give rewards and recognition to outstanding division employees for their exemplary performance for the year.
3. All functional/unit heads shall present their accomplishment for CY 2021.
4. The participants to this activity are all Schools Division Office (SDO) Personnel.
5. Enclosed to this Memorandum is the Training Matrix.
6. For information and compliance.

DEP-ED SCIENCE CITY OF MUÑOZ RECEIVED DEC 10 2021 by:

DANTE G. PARUNGAO, CESO VI
Officer-In-Charge
Office of the Schools Division Superintendent

CID202

Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

Enclosure to Division Memorandum No. 765, s. 2021

CONDUCT OF ONLINE DIVISION PERFORMANCE REVIEW AND EMPLOYEE SERVICE EXCELLENCE AWARDING 2021

Training Matrix

Time	Activity	Person-in-charge
Day 1	**December 15, 2021**	
9:00 am – 9:05 am	Prayer	Lambert P. Curpoz Senior Education Program Specialist
9:05 am – 9:10 am	Roll Call of Participants	Cyril S. Talusan Senior Education Program Specialist
9:10 am – 9:20 am	Statement of Purpose	Stella Marie C. Dumale AO IV
9:20 am – 9:30 am	Message	Dante G. Parungao, CESO VI OIC-Schools Division Superintendent
9:30 am – 10:00 am	Presentation of Accomplishment Report of Curriculum Implementation Division (CID)	Larry B. Espiritu, PhD Chief ES-CID
10:00 am – 10:15 am	Snack	
10:15 am – 10:45 am	Continuation of Presentation of CID	Larry B. Espiritu, PhD Chief ES-CID
10:45 am – 12:00 nn	Presentation of Accomplishment Report of School Governance Operations Division (SGOD)	Bernardo G. Gargabite, EdD Chief ES-SGOD
12:00 nn – 1:30 pm	Lunch Break	
1:20 pm – 3:00 pm	Presentation of Accomplishment Report of the Office of the Schools Division Superintendent (OSDS)	Zurex T. Bacay, PhD Assistant Schools Division Superintendent
DAY 2	**December 16, 2021**	
9:00 am – 9:05 am	Prayer	Wensdy S. Casio Senior Education Program Specialist II
9:05 am – 9:10 am	Roll Call of Participants	Joel G. Dizon Senior Education Program Specialist II
9:10 am – 9:15 am	Inspirational Message	Dante G. Parungao, CESO VI OIC-Schools Division Superintendent
9:15 am – 11:45 am	Awarding Ceremony	Winnie Valdez
11:45 am - 12:00 nn	Closing Remarks	Zurex T. Bacay, PhD Assistant Schools Division Superintendent