



June 1, 2016

**DIVISION MEMORANDUM**

No. 115 s, 2016

**SEMINAR WORKSHOP ON PERFORMANCE REVIEW AND  
STRATEGIC PLANNING FOR CY 2016**

**TO : Assistant Schools Division Superintendents  
Chiefs of CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors**

1. The division will conduct the Seminar Workshop on Performance Review and Strategic Planning for CY 2016 on June 9 and 22, 2016 at the venue to be announced later.
2. The seminar workshop aims to:
  - a. assess the office and individual employee's performance vis-à-vis targets for CY 2015.
  - b. gather feedback on the initial implementation of RPMS.
  - c. accomplish the OPCRf and IPCRF for CY 2016.
3. The expected participants will be the following:

1 SDS	1 Planning Officer
3 ASDS	1 Administrative Officer
1 CID Chief	1 Accountant
1 SGOD Chief	1 Budget Officer
11 EPS	1 HRMO
57 PSDS	4 SEPS
9 EPSA	3 staff
4. The schedule of activities is found in enclosure no. 1 and the Working Committees in enclosure no. 2 of this Memorandum. All participants are requested to bring their CY 2015 Accomplishments, Summary of Ratings OPCRf/IPCRf, SPATRES, and a copy of DepEd Order No. 2, s. 2015.
5. Meals, training venue, training materials and other relevant expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum is desired.

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**ARNULFO M. BALANE, CESO V**  
Schools Division Superintendent

References:  
DO 2, s. 2015

To be indicated in the Perpetual index  
under the following subjects

**SCHEDULE OF ACTIVITIES**

<b>DAY/TIME</b>	<b>DAY 1 (June 9, 2016)</b>	<b>DAY 2 (June 22, 2016)</b>
8:00 – 8:30 AM	Opening Program	Opening Program
8:30 – 10:00	Performance Review CY 2015 Presentation of accomplishments by unit heads: <ul style="list-style-type: none"> <li>• OSDS (Dr. Arnulfo M. Balane)</li> <li>• CID (Dr. Lita T. Mijares)</li> <li>• SGOD (Dr. Sueño S. Luzada, Jr.)</li> </ul> <b>(ASDS Susan S. Collano )</b>	Presentation of OPCRF by unit: <ul style="list-style-type: none"> <li>• OSDS</li> <li>• CID</li> <li>• SGOD</li> </ul> <b>(ASDS Susan S. Collano )</b>
10:00 – 11:00	Focused Group Discussion on the initial RPMS Implementation  <b>(ASDS Marilyn V. Marco)</b>	Presentation and critiquing of IPCRF by unit: <ul style="list-style-type: none"> <li>• OSDS by unit</li> </ul> <b>(ASDS Marilyn V. Marco)</b>
11:00 – 12:00	Division Strategic Directions Performance Gaps and 2016 Policy directions and focus  <b>(SDS Arnulfo M. Balane)</b>	Presentation and critiquing of IPCRF by unit: <ul style="list-style-type: none"> <li>• CID (PSDS, EPS, EPSA)</li> </ul> <b>(CID Chief Lita T. Mijares)</b>
12:00 – 1:00 PM	Break	
1:00 – 2:00	Performance Planning and Commitment for CY 2016  <b>(ASDS Dolores Q. Mapusao)</b>	Presentation and critiquing of IPCRF by unit: <ul style="list-style-type: none"> <li>• SGOD (SEPS and Unit Heads)</li> </ul> <b>(SGOD Chief Sueño S. Luzada, Jr.)</b>
2:00 – 4:00	Workshop	Guidelines for revision and finalization agreements  <b>(ASDS Dolores Q. Mapusao)</b>
4:00 – 5:00	Agreements/Timelines	Agreements/Timelines