



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
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Office of the Superintendent
Division Memorandum No. 54 s., 2018

**PRESENTATION, REVIEW AND CRITIQUING OF SDO- BAGUIO PERFORMANCE
MANAGEMENT MANUAL**

TO: PMT Regular Members
PMT Core Group
CID, SGOD and OSDS Representatives

1. In order to consistently ensure work improvement and individual growth for SDO- Baguio, the Division PMT convened and set standards in managing the performance system of SDO personnel. The team conducted series of orientation and meetings which resulted to the coming up of a PMT manual that will serve as guide for the employees in the implementation and accomplishment of their OPCRFS/IPCRFS.

2. Relative to this, a one- day meeting will be conducted on **February 14, 2018, from 8:00-12:00 noon** at **SDO- Conference Hall**, to present, review and critique the manual by designated in-charge before it will be circulated in the field.

3. Participants to the activity are:

1. PMT Regular Members
2. PMT Core Group
3. CID Representatives: Julia Ladiong
Jaqueline Lampac
4. SGOD Representative: Arthur Tiongan
5. OSDS Representative: Belen Tomin

4. For proper accounting and management of the program, all regular members, core group and representatives who **cannot** attend the activity are advised to inform the PMT Secretariat at cellphone numbers **09460837963 or 09480772088**.

5. Immediate dissemination of this memorandum is desired.

FOR THE SDS:

SORAYA T. FACULO, PhD
Officer –in- Charge
Office of the ASDS

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