



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**DIVISION OF BAGUIO CITY**  
#82 Military Cut-off Road, Baguio City



**OFFICE MEMORANDUM**

No. 14 S. 2018

**TO : OSDS UNIT/SECTION HEADS  
ALL OSDS PERSONNEL  
ALL OTHERS CONCERNED**

**FROM : FEDERICO P. MARTIN, EdD, CEEd, CESO V  
Schools Division Superintendent**

**SUBJECT : PERFORMANCE REVIEW CONFERENCE OF OSDS PERSONNEL**

**DATE : AUGUST 17, 2018**

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1. Please be informed that the OSDS Division will have a **Performance Review Conference** on **August 23, 2018** at **Baguio City National High School Library** from **8:00am to 5:00pm**.
2. This activity aims to review and evaluate the accomplishments and challenges encountered in the implementation or rendering of services to the stakeholders of each unit in the Office of the Schools Division Superintendent Division.
3. All OSDS Unit/Section Heads and Personnel are hereby mandated to attend the said activity. Unit/Section Heads are to prepare and present their Accomplishments from January to August 2018 and identify the gaps in the implementation of their services following the attached format.
4. Attached as well is the indicative schedule of activities for your references.
5. Immediate dissemination of and strict compliance to this memorandum is hereby directed.

**FEDERICO P. MARTIN, EdD, CEEd, CESO V**  
Schools Division Superintendent



**PERFORMANCE REVIEW CONFERENCE OF OSDS PERSONNEL  
PROGRAM MATRIX**

<b>Thursday, August 23, 2018</b>		
<b>Time</b>	<b>Activity</b>	<b>Speaker/Incharge</b>
8:30 - 8:45	<b>Arrival and Registration</b> <b>Opening Program</b> *Pambansang Awit *Doxology	<b>TWG</b>
8:45 - 9:00	<b>Statement of Purpose and Directions</b>	<b>Federico P. Martin, EdD, CEEd, CESO V</b> Schools Division Superintendent
9:00 - 9:15	<b>Presentation of Activities</b>	<b>Soraya T. Faculo, PhD</b> OIC-Assistant Schools Division Superintendent
9:15 - 10:00	<b>Presentation of Accomplishments, Gaps and Recommendations - Accounting Unit</b>	<b>Lilibeth G. Degsi</b> Accountant
10:00 - 10:30	<b>Presentation of Accomplishments, Gaps and Recommendations - Budget Unit</b>	<b>Belen R. Tomin</b> Budget Officer
10:30 - 10:45	<b>Break</b>	
10:45 - 11:00	<b>Presentation of Accomplishments, Gaps and Recommendations - Personnel Section</b>	<b>Ma. Louella C. Moncada</b> Administrative Officer IV (HRMO)
11:00 - 11:10	<b>Presentation of Accomplishments, Gaps and Recommendations - Supply Section</b>	<b>Sofia G. Bermudez</b> Supply Officer
11:10 - 11:20	<b>Presentation of Accomplishments, Gaps and Recommendations - Records Section</b>	<b>Jean L. Orpilla</b> Records Officer
11:20 - 11:30	<b>Presentation of Accomplishments, Gaps and Recommendations - Cash Section</b>	<b>Hermína Justina P. Canlas</b> Cashier
11:30 - 12:00	<b>Presentation of Accomplishments, Gaps and Recommendations - ICT Unit</b>	<b>Harris G. Dizon</b> Information Technology Officer
12:00 - 1:00	<b>Lunch Break</b>	
1:00 - 1:30	<b>Presentation of Accomplishments, Gaps and Recommendations - Legal Unit</b>	<b>Atty. Annette L. Doyaoen</b> Legal Officer
1:30 - 3:00	<b>IPCRF Performance Review and Coaching</b> * Presentation of OSDS Performance (Project FAITH)	<b>Unit Heads</b>
3:00 - 5:00	<b>Quality Management System</b> *Identifying Practices and Addressing Issues *Small group discussion	<b>Unit Heads</b>

Master of Ceremony: **CHRISTOREY C. SIMANGAN**

