



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

January 4, 2021

Division Memorandum  
Number \_\_\_\_s. 2021

**2020 YEAREND PERFORMANCE REVIEW OF THE SCHOOL GOVERNANCE  
AND OPERATIONS DIVISION**

To: SGOD Personnel (DO and School-based)

1. In an effort to ensure adherence to standards to Quality Management System (QMS), to guarantee continuous improvement leading to the realization of its strategic direction, along with compliance to DepEd-Results-based Performance Management System (RPMS), the School Governance and Operations Division (SGOD) shall conduct the 2020 Yearend End Performance Review, on **January 14, 2021, 8:30 AM to 4:30 PM** at Division Office training center.

2. Relative to this directive, the six sections of the SGOD are requested to present their accomplished programs, projects and activities for calendar year 2020 aligned with their performance targets in respective IPCRFs following the template of the Division Monitoring, Evaluation and Adjustment (DMEA).

3. The activity aims to:

- A. Check/review employees' work progress and accomplishments based on clearly defined goals and objectives and provide feedback as needed.
- B. Track accomplishments against objectives to determine appropriate, corrective actions if needed.
- C. Determine the employees'/units' strengths and weaknesses, and give a tentative rating.
- D. Discuss performance data and agree on the final rating.

4. Participants in the activity are all DO and School -based SGOD personnel

5. Matrix of Activities:

<b>Time</b>	<b>Activities</b>	<b>Section Responsible</b>
8:30 -9:00	Opening Program	SocMob and Engineering Section
9:00-10:00	Presentation of 2020 SGOD Accomplishments per section 1. SocMob including DRRM and YF 2. Engineering 3. SMME	Section Heads or designated presenter



"HANDANG MAG SERBISYO"

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	4. HRD	
10:00-10:20	Tea Break	
10:20-11:00	5. Planning & Research Section 6. SHNU (Nurses, Dental and Medical Doctors)	
11:00-11:30	Synthesis	Arthur Tiongán
11:30-12:00	Review the OPCRf of the Chief and check its alignment to the accomplished SGOD PPAs	Arthur Tiongán SGOD Chief
12:00-1:00	Lunch Break	
1:00-1:20	Preliminaries	Planning and SMME
1:20-2:00	1. Determine areas for improvement 3. Plan/Identify interventions to achieve targets	SGOD Chief/Section Heads
2:00-3:00	Workshop	
3:00-4:00	One on one discussion on each sections' performance data and agree on tentative rating	SGOD chief and Section representatives
4:00-4:30	Planning for action steps towards performance improvement	Planning Officer
4:30-4:40	Closing program	HRD & SHNU
Facilitators:	AM Activities - Jovelyn Balantin PM Activities - Olivia Gomez	
Documenters:	Airah Kaye Naron Fevie Cosi	

7. Participants are advised to bring a copy of their 2020 IPCRF and laptop for the workshop.
8. Expenses relative to the conduct of the activity shall be charged against MOOE funds subject to the usual accounting rules and regulations.
9. For information, guidance and compliance.

**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent



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