



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

DEPED DIVISION OFFICE
 BAGUIO CITY

RELEASED
 DATE: DEC 21 2022
 TIME: 9:17
 BY: msj

December 16, 2022

OFFICE MEMORANDUM
 No. 017 , s. 2022

**SDO YEAR-END PERFORMANCE REVIEW AND UPDATES
 AND THANKSGIVING PROGRAM**

To: All SDO Proper Employees
 Others Concerned

1. The conduct of the SDO Year-end Performance Review and Updates and Thanksgiving Program will be on December 21, 2022, 9:00 onwards at the PFVR Gymnasium
2. The aforesaid activity aims to present the office's impact of accomplishments and updates for Calendar Year 2022. It also aims to promote the spirit of camaraderie among the employees of the Schools Division Office.
3. Anent to this, all the employees of the Division Office are enjoined to participate in the said activity. Those who have already applied for Vacation/Forced Leave/Compensatory Time Off/Special Privilege Leave will have to reschedule their applications.
4. Activity matrix:

Part I	Preliminaries Spiritual Wellness Presentation of SDO Accomplishments for Calendar Year 2022 Discussion on Areas of Improvement relative to work performances Updates from the SDS, ASDS, Chiefs
Part II	Thanksgiving Program <ul style="list-style-type: none"> ➤ Attire: OSDS-Cosplay, SGOD-Bohemian, CID-Retro ➤ Bring gift worth P500 or more ➤ Each Functional Division shall prepare 2-3 games and a 5-min. presentation ➤ Bazaar (you may bring goods or your own product to be sold during the program)
5. Expenses incurred relative to the conduct of the activity shall be charged to local funds subject to the accounting and auditing rules and regulations.
6. For information, guidance and compliance.

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



"DepEd SDO Baguio City: We Serve, We Care."

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