



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



August 12, 2025

OFFICE MEMORANDUM  
No. **058,2025**

**CONDUCT OF OSDS MID-YEAR PERFORMANCE REVIEW AND EVALUATION**

To: Assistant Schools Division Superintendent  
OSDS Section/Unit Heads  
All Others Concerned

1. In line with DepEd Order No. 2, s. 2015, titled "Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)," the Office of the Schools Division Superintendent (OSDS) will conduct a Mid-Year Performance Review and Evaluation on August 18, 2025, starting at 8:30 a.m. at Um-a Farm, Asin Road, Tadiangan, Tuba, Benguet.
2. This activity aims to:
  - a. Provide personnel with the opportunity to assess their performance, identify competency gaps, revisit development goals, and make timely adjustments to their individual performance objectives; and
  - b. Foster collaboration and streamline internal operations through an interface among OSDS units and sections to strengthen coordination, enhance communication, and promote overall operational efficiency within the Schools Division Office.
3. The participants in this activity are personnel from the various offices under the Schools Division Superintendent. Enclosed are the number of participants per unit/section and the activity matrix.
4. For information, guidance and compliance.

  
**SORAYA T. FACULO PhD, CESO VI**  
Schools Division Superintendent

OSDS/CFM/ndc



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

Enclosure to Office Memo No. 058,2025

A. Activity Matrix

Time	Session/Activity	Discussant/Personnel in-charge
8:00 AM	Registration Preliminaries	Admin ICT/Legal
9:00 AM	Presentation Of Division Scorecard	Ms. Asuncion C. Saguid SEPS-SMME
10:30 AM	<b>Health Break</b>	
11:00AM	Citizen's Charter Revisions: Updates Based on ARTA Guidelines	Ms. Arian C. Bangse-il AO IV
12:00 NN	<b>Lunch</b>	
1:00 PM	Presentation of Performance Assessments, and Service Process Enhancements through OSDS Section/Unit Coordination Aligned with the Citizen's Charter	Section/Unit Heads
3:00 PM	<b>Health Break</b>	
3:30 PM	SDS/ASDS Hour	SDS Soraya T. Faculo ASDS Carmel F. Meris
4:30 PM	Synthesis Closing	Accounting Budget

B. Participants

Section/Unit	No. of participants
SDS	2
ASDS	1
Accounting	6
Budget	3
ICT	6
Legal	3
Personnel	13
Records	3
Cash	2
Supply	4
General Services	13
<b>Total</b>	<b>57</b>