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

DepED DIVISION OFFICE BAGUIO CITY
RELEASED
NOV 24 2026
By:
Time: CTRL No.:

November 23, 2026

OFFICE MEMORANDUM
No. 082, 2026

CONDUCT OF OSDS YEAR-END PERFORMANCE REVIEW

To: Assistant Schools Division Superintendent
All OSDS Unit/Section 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 Year-End Performance Review on December 02, 2026, starting at 8:00 a.m. at Casa Mamitas, Baguio Tennis Court, Burnham Park, Baguio City.

2. This activity aims to:
   a. Provide OSDS personnel with an opportunity to assess their accomplishments and performance for CY 2026, recognize individual and collective contributions, and identify areas for improvement; and

   b. Strengthen teamwork, collaboration, and camaraderie among OSDS personnel while establishing priorities and commitments for CY 2027.

3. The participants in this activity are personnel from the various sections/units under the Office of the Schools Division Superintendent. Enclosed are the number of identified participants and program matrix.

4. For information, guidance, and compliance.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

OASDS/STEJr/nde/joannamae

Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph
DepEd Tayo Baguio City https://depedpines.com

Enclosure 1: Program Matrix and Identified Participants

A. Activity Matrix

TIME	ACTIVITY / TOPIC	PERSON RESPONSIBLE
7:30 – 8:00 AM	**Registration and Attendance**	Accounting
8:01 – 8:15 AM	**PRELIMINARIES** • Nationalistic song • Prayer • Energizer	ICT
8:16 – 8:30 AM	**Opening Program and Statement of Objectives**	Personnel
8:31 – 8:45 AM	**MESSAGE**	**SORAYA T. FACULO PhD, CESO V** Schools Division Superintendent
8:46 - 9:30 AM	**TOPIC: WORK HARD, LAUGH OFTEN: FINDING JOY AND PURPOSE IN PUBLIC SERVICE**	**SAMUEL T. EGSAEN JR. EdD, CESO VI** Assistant Schools Division Superintendent
9:30 – 9:45 AM	**HEALTH BREAK**	
9:46 – 10:00 AM	**Participant Engagement Activity**	Facilitator
10:01 – 11:30 AM	**PRESENTATION OF UNIT ACCOMPLISHMENTS AND PERFORMANCE RESULTS**	Concerned Section Heads
11:31 – 12:00 NN	**Appreciation and Recognition of OSDS personnel**	Facilitator
12:01 – 1:00 PM	**LUNCH BREAK**	
1:01 – 1:20 PM	**Participant Engagement Activity**	Facilitator
1:21 – 2:00 PM	**ENVISIONING 2027: HOPES, GOALS, AND COMMITMENTS**	Facilitator
2:01 - 5:00 PM	**Participant Wellness Activity**	

B. Participants

Section/Unit	No. of Participants
SDS	4
ASDS	2
Accounting	8
Budget	3
Legal	2
ICT	3
Personnel	13
Records	3
Cash	2
Supply	4
General Services	6
TOTAL:	**50**