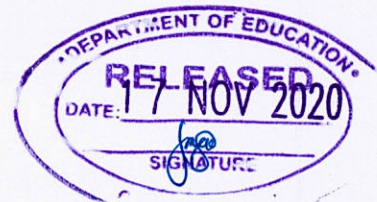




Republic of the Philippines
Department of Education
CARAGA REGION



November 16, 2020

REGIONAL MEMORANDUM

No. 512, s. 2020

To: SCHOOLS DIVISION SUPERINTENDENTS
DIVISION RECORDS PERSONNEL
This Region

PERFORMANCE REVIEW AND TARGET ALIGNMENT OF
DEPED CARAGA RECORDS GROUP

1. In compliance with the Results-based Performance Monitoring System (RPMS) and in pursuit to enhance workplace productivity, the Regional Office will conduct Performance Review and Target Alignment of DepEd Caraga Records Group on December 2-5, 2020 via Google Meet.
2. The three-day activity aims for the following objectives:
 - a. To present Records Office accomplishments for CY 2020;
 - b. To review Office KRAs and realign targets and objectives for CY 2021;
 - c. To come-up with unified Monitoring and Evaluation (MEA) targets and Individual Performance and Commitment (IPCR) objectives;
 - d. To showcase best practices of SDO and RO records offices; and
 - e. To understand the importance of positive emotions in workplace productivity and job satisfaction.
3. Templates to be used for the CY 2020 accomplishments and best practices will be emailed to the Division Records Officers.
4. Each SDO shall present best practices. Top three best practices will be selected based on the following criteria:

Relevance – 30%

(The practice is pertinent to the current situation of the Office)

Impact – 40%

(Evidences of effectiveness and efficiency of its outcomes are present)

Sustainability – 20%

(The practice has the potential to be maintained for a long-term basis considering the resources needed)

Ethical Soundness – 10%

(Respect to client's rights and professionalism are taken into consideration)

Total: 100%

Winners of Top Three Best Practices will receive cash prizes and certificate.



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5. Internet connectivity allowance worth Two Hundred Pesos (P200.00) per day will be provided to participants who are on Work from Home schedule. Regional Office participants will be provided with meals and snacks charged against ASD funds.

6. Immediate dissemination and compliance of this Regional Memorandum is desired.


FRANCIS CESAR B. BRINGAS, CESO V
Office of the Regional Director

Encls.: Activity Design, List of Participants

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

PERFORMANCE REVIEW

RECORDS

TARGET ALIGNMENT

ASD/mcao
11/16/2020

DAY 1
(December 2, 2020)

8:00 AM – 9:00 AM	Opening Program
9:00 AM – 12 NN	Talk on Happiness Track
12: NN – 1:00 PM	Lunch Break
1:00 PM – 5:00 PM	Presentation of Accomplishments and Issues per SDO

DAY 1
(December 3, 2020)

8:00 AM – 12:00 NN	Presentation of Accomplishments and Issues per SDO
12: NN – 1:00 PM	Lunch Break
1:00 PM – 5:00 PM	Workshop (Alignment of Targets and Objectives)

DAY 3
(December 4, 2020)

8:00 AM – 12:00 NN	Showcasing of Best Practices
12: NN – 1:00 PM	Lunch Break
1:00 PM – 5:00 PM	Action Planning and Closing Program

List of Participants

Station	Name of Participants
Regional Office	Joel B. Rosales
	Meriam C. Dela Rita
	Mary Christine A. Odtojan
	Menchie L. Salang
	Phenyl Joy A. Estella
	Ronald James A. Calo
Agusan del Norte	Sharron Mae O. Pequero
	Cristelina B. Cervantes-Kintanar
Agusan del Sur	Jura S. Goloran
	Myla P. Ampis
	Analyn D. Billones
Bayugan City	Joecil P. Purganan
	Japheth A. Yoldan
Bislig City	Estrella J. Cabantog
	Chona G. Escatron
	Fretzil B. Vallente
	Joshua T. Malingoy
	Cindy Fe P. Kimilat
Butuan City	Perlita H. Manginsay
	Dexter Jan Aragos
	Joene S. Lisondra
Cabadbaran	Agnes Y. Guron
	Judy D. Damayo
Dinagat Islands	Lani Pedrosa
	Kathy Mae D. Orculo
	Felomino D. Monforte
Siargao Island	Malou S. Sinday
	Mary Grace Abel
	Daisy G. Sumaylo
	Van Carlos Nino Gorillo
Surigao City	Margie Ophelia R. Paculanang
	Maria Korina A. Mijares
	Maribeth A. Corsino
	Maria Fe Gamba Villa-abrille
Surigao del Norte	Brenda D. Clerino
	Berlyn P. Yriarte
	Meradel S. Gasal
	Prescella H. Partos
Surigao del Sur	Julita D. Mangata
	Jomarie D. Aquiatan
	Melissa E. Madelo
Tandag City	Olivia S. Mendez
	Annabelle A. Geli
	Rapunzel V. Falcon