



Republic of the Philippines
Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
 Dipolog City 7100

DEPARTMENT OF EDUCATION
 DIVISION OF ZAMBO DEL NORTE
 DIPLOLOG CITY 7100

RELEASED

BY: _____ DATE: 12/17/15
 NAME/SIGNATURE

Division Memorandum
 No. 367s. 2015

TO : Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Education Program Supervisors
 Public Schools District Supervisors
 All Staffs and Personnel
 This Schools Division Office

FROM : *fx*
NATIVIDAD P. BAYUBAY, CESO VI
 Officer-In-Charge
 Office of the Schools Division Superintendent

SUBJECT : **FINAL ADVISORY ON THE YEAR-END PERFORMANCE
 EVALUATION AND ASSESSMENT**

DATE : December 17, 2015

Aimed at providing clarification and/or further guidance on the conduct of the Year-End Performance Evaluation and Assessment 2015 on December 21, 2015 at Manuel Pool and Function Hall, Piñan, Zamboanga del Norte, this Final Advisory is hereby issued, to wit:

1. That all participants are expected to arrive in their *Sunday's Best Attire* at the aforementioned venue on or before 8 A.M. of the said date;
2. That the maximum time for the *Presentation of Plans and Accomplishments* is reduced from 10 minutes to 5 minutes to ensure that everyone is given time to present;
3. That, to put order in the presentation of the plans and accomplishments, the Curriculum Implementation Division (including the PSDSs) shall be the first to report. It shall be followed by the School Governance and Operations Division (including the Offices of the Budget Officer, Division Accountant, Supply Officer and Administrative Officer V). The Office of the Assistant Schools Division Superintendent may present the agency's thrust/direction for 2016;
4. That the abovementioned event shall be concluded through a short Christmas Program which shall commence at 3 P.M. of the same date. Exchanging of gifts (of at least P300.00 worth) shall form part of the program;
5. That games, trivia and raffle shall be readily prepared by the Social Mobilization and Networking Unit so that everyone will have fun during the activity;
6. That each unit shall come up with a Christmas Act ready for presentation during the program;
7. That special recognition/awards shall likewise be given to performing staffs/units.

For guidance and compliance.