



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM
NO. 266, s. 2023

JUL 13 2023

**ACTIONS ON OFFICE TRANSACTIONS RELATIVE TO THE PARTICIPATION OF
PERSONNEL DURING THE CONDUCT OF MID-YEAR PERFORMANCE REVIEW
OF THREE (3) FUNCTIONAL DIVISIONS**

To: OIC - Asst. Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors
Public Elementary & Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Section, informs the field that all Division personnel will be attending the Mid-Year Performance Review of Three (3) Functional Divisions dated July 17-18, 2023, at Zaycoland Resort & Hotel.
2. In view thereof, all transactions and routine documents shall be submitted in the Division Drop Box located at the front desk of the New SDO Building and shall be channeled through Mrs. Ma. Noraline P. Carbajosa. However, personnel who will submit reports and has concerns, which are urgent in nature, may do so at the said venue but shall notify in advance the concerned personnel so that it can be acted upon immediately.
3. Furthermore, personnel who will transact business with the Office during the specified dates are reminded to adhere to the provisions of Division Memorandum No. 454 s. 2022 also known as the Institutionalization of the Document Tracking System.
4. For questions and/or clarification, contact Mr. Kean Von G. Yupracio, EPS II of the Human Resource Development, at 0916-6345-072.
5. Immediate dissemination of and compliance with this Memorandum are desired.

MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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