



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

DIVISION MEMORANDUM

No. 441, s. 2023

DEC 01 2023

**YEAR-END PERFORMANCE REVIEW & 2024 PERFORMANCE PLANNING  
WITH TEAM BUILDING ACTIVITIES**

To: OIC - Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Administrative Officer V  
All Others Concerned

1. Pursuant to DepEd Order No. 2, s. 2015 or the Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS) in the Department of Education, which stipulates the specific mechanisms, criteria and processes for the performance target setting, monitoring, evaluation, and development planning, this Office, shall conduct the Year-End Performance Review and 2024 Performance Planning with Team Building Activities on December 27-29, 2023. The venue will be announced in a separate Memorandum.

2. At the end of the three-day activity, it is expected that the participants will be able to:

a. review and assess their respective individual performances with their respective raters;

b. identify difficulties and concerns influencing their performance for the 2023 rating period through one-on-one rater-ratee conferences;

c. craft individual development plans to address the identified performance difficulties and concerns;

d. accomplish the FY 2024 Individual/Office Performance Commitment and Review Forms (IPCRF & OPCRf) based on the agreed performance targets, and

e. participate in group presentations and team-building exercises to develop a strong sense of belonging and cultural appreciation, and cultivate a positive team culture essential for achieving organizational success.

3. The participants are advised to bring their IPCRFs/OPCRFs for FY 2023 accompanied by Means of Verification (MOV), Accomplishment Reports, and other documentation to support their accomplishments of the various PPAs assigned to their offices or sections. Participants are also encouraged to bring a laptop and an extension cord.

4. Chiefs and Unit Heads must ensure that the review and evaluation of the performances of the respective personnel under their supervision are conducted with objectivity and impartiality.

5. The Groupings of Participants and Matrix of the Activities are attached as Enclosure Nos. 1 & 2 to this Memorandum, respectively.

6. Along with the various daily activities such as the 2023 performance review, one-on-one rater-ratee conference, 2024 performance planning, preparing the 2024 IPCRF and OPCRf, and presenting and critiquing of outputs, team building activities shall be





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also conducted to foster a close-knit team within a welcoming work environment where employees demonstrate cooperation, acceptance, understanding, talents, and communication in various settings or situations.

7. On December 28, 2023, at 6:00 to 9:30 p.m., the participants are encouraged to wear Asian-inspired attires or clothing, provided that appropriate length, cut, design, and materials are followed, and the overall look of the attire does not violate the common standard of decency.
8. A P1,500 Cultural Allowance will be provided to the personnel who will participate in the group presentations to cover the costs of their rehearsals, costumes and props, and other group presentation preparations.
9. The Guidelines, Criteria, Awards and Prizes for the Group Presentations and Best in Asian-inspired attire is attached as Enclosure No. 3 to this Memorandum.
10. Furthermore, to allow personnel to have their rehearsals for the group presentations, this Office will observe a time-off every four in the afternoon from December 13 to December 22, 2023. However, personnel who have reports and concerns, which are urgent in nature, shall prioritize attending to their functions.
11. The travel and other incidental expenses of the participants relative to the conduct of the activity are chargeable against the Division MOOE, subject to the availability of funds and the usual accounting and auditing rules and regulations.
12. It is understood that during the various activities, there shall be no discrimination on account of age, gender, civil status, disability, religion, ethnicity, political affiliation, or any other similar factor or circumstance that runs counter to the principles of equal opportunity.
13. For questions regarding this communication, send SMS (text) or Messenger chat to Mr. Kean Von G. Yupracio, EPS II – Human Resource Development Section, at 0916-634-5072 or @Kean Von Golez Yupracio on Messenger, respectively.
14. 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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Enclosure No. 1 to Division Memo No. 441, s. 2023

LIST OF PARTICIPANTS AND GROUPINGS FOR THE PRESENTATIONS

1. Michell L. Acoyong, CESO VI – OIC – Schools Division Superintendent	
2. Lea C. Belleza, EdD – OIC – Assistant Schools Division Superintendent	
<b>GROUP 1</b>	<b>GROUP 2</b>
1. Kean Von G. Yupracio	1. Rene Erillo
2. Geraldine A. Gimotea	2. Shandy Blair L. Managuit
3. Rey Francis Ejar	3. Lyn Rose E. Otea
4. Jewelyn Q. Cadigal	4. Sheila Mae T. Misamen
5. Xyzette V. Ganza	5. Junry M. Esparar
6. Nonielon Pescadera	6. Windy Rose C. Hitalia
7. Dexyll Garl G. De Jesus	7. Mary Joan G. Dayon
8. Rebonie F. Elbolorio	8. Aldwin Marco Bendo
<b>GROUP 3</b>	<b>GROUP 4</b>
1. Janelyn Grace C. Toresis	1. Larlin Q. Quirit
2. May Sharisse S. Gerae	2. Jane Marie Oyog
3. Eduard Q. Villavicencio	3. Grenny Lyn P. Garaygay
4. Anjie E. Aliling	4. Maria Karla Adrienne Sailo
5. Romeo G. Poyogao	5. Eulyne D. Lucerna
6. Jezza Meir Estampador	6. Sheila Marie T. Peregrino
7. Miguel G. Peñaranda III	7. Cecilia G. Abello
8. Aileen Shane E. Decena	8. Nemia T. Lucerna
<b>GROUP 5</b>	<b>GROUP 6</b>
1. Vida Grace R. Moreño	1. Salvacion Elcy C. Pantajo
2. Elvie R. Verde	2. Eddielyn L. Lirazan
3. Sharon Rose L. Montoyo	3. Arnold S. Magdaet
4. Berna Mae A. Guiriba	4. Alfred R. Otea
5. Jacqueline B. Dagunan	5. Hanah Grace S. Enecino
6. Jesusa Dela Paz	6. Saturnino T. Pabalinas, Jr.
7. Jonalyn A. Dela Cerna	7. Jolly G. Gariando, Jr.
8. Meralie Mae B. Gualdrapa	8. Mary Helen M. Bocol
<b>GROUP 7</b>	<b>GROUP 8</b>
1. Noemi M. Barañao	1. Analie V. Almaiz
2. Kevin Jone D. Camparecio	2. Katherine Jo R. Rufano
3. Marlon B. Padios	3. Ann Yvonne B. Vingno
4. Gilbert C. Biaco	4. Tristan P. Lucerna
5. Jenelyn T. Argamaso	5. Chris G. Erabon
6. Sheina S. Saquian	6. Arnie G. Besas
7. Eden Joy B. Nifras	7. Decca Marie F. Brosoto
8. DAX Lopez	8. Aldrin T. Ballentos
<b>GROUP 9</b>	
1. Mary Jane H. Butanas	
2. Chelo D. Taladua	
3. Raylin A. Granzo	
4. Edmund Canson Jr.	
5. Archiebal A. Poyogao	
6. Rebecca Marejah M. Otañez	
7. Sheryn C. Dionillo	
8. Spencer Orceña	
9. Jorel Diagmel	





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Enclosure No. 2 to Division Memo No. 441, s. 2023

MATRIX OF ACTIVITIES

Time	Activity	Facilitators/Persons Involved
<b>December 27, 2023</b>		
7:45 – 8:45	Arrival/Registration/Breakfast	
9:01 – 9:30	Opening Program Homage to Country Homage to God Regional March Division Hymn DepEd Quality Policy Statement Welcome Remarks – Cecilia G. Abello, PhD Message – Lea C. Belleza, EdD Statement of Purpose – Junry M. Esparar, PhD Acknowledgment of Participants 10-minute Bio Break	<b>HRD Specialists</b>
9:31 – 12:00	2023 Performance Review	<b>MICHELL L. ACOYONG, CESO VI</b> OIC- Schools Division Superintendent  <b>LEA C. BELLEZA, EdD</b> OIC – Asst. Schools Division Superintendent  <b>Functional Division Chiefs</b>  <b>Unit/Section Heads</b>
12:01 – 1:00	Lunch	
1:01 – 1:05	Energizer	<b>HRD Specialists</b>
1:06 – 4:30	One-on-One Rater-Ratee Conference	<b>MICHELL L. ACOYONG, CESO VI</b> OIC- Schools Division Superintendent  <b>LEA C. BELLEZA, EdD</b> OIC – Asst. Schools Division Superintendent  <b>Functional Division Chiefs</b>  <b>Unit/Section Heads</b>
6:00 – 9:30	Dinner & Team Building Activities <ul style="list-style-type: none"><li>Group Presentations (In Random Order)<ul style="list-style-type: none"><li>a. Team Goat</li><li>b. Team Rooster</li><li>c. Team Duck</li><li>d. Team Bird</li><li>e. Team Cow</li></ul></li></ul>	<b>HRD Specialists</b> <b>Select CID, SGOD, and OSDS Personnel</b>



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	<ul style="list-style-type: none"><li>f. Team Carabao</li><li>g. Team Pig</li><li>h. Team Dog</li><li>i. Team Cat</li><li>• Team Building Games<ul style="list-style-type: none"><li>a. WAR – Wall, Arrow, &amp; Rabbit</li><li>b. Balloon Train</li><li>c. Paint me a picture</li></ul></li></ul>	
<b>December 28, 2023</b>		
6:00 – 7:00	Breakfast	
7:30 – 8:00	Management of Learning	
8:01 – 12:00	Performance Planning	<b>MICHELL L. ACOYONG, CESO VI</b> OIC- Schools Division Superintendent  <b>LEA C. BELLEZA, EdD</b> OIC – Asst. Schools Division Superintendent  <b>Functional Division Chiefs</b>  <b>Unit/Section Heads</b>
12:00 – 1:00	Lunch Break	
1:01 – 1:05	Energizer	<b>HRD Specialists</b>
1:06 – 5:00	Preparing the 2024 IPCRF & OPCRf	<b>MICHELL L. ACOYONG, CESO VI</b> OIC- Schools Division Superintendent  <b>LEA C. BELLEZA, EdD</b> OIC – Asst. Schools Division Superintendent  <b>Functional Division Chiefs</b>  <b>Unit/Section Heads</b>
6:00 – 7:00	Dinner	
<b>December 29, 2023</b>		
6:00 – 7:00	Breakfast	
7:30 – 8:00	Management of Learning	
8:01 – 11:00	Presentation & Critiquing of Outputs	<b>MICHELL L. ACOYONG, CESO VI</b> OIC- Schools Division Superintendent  <b>LEA C. BELLEZA, EdD</b> OIC – Asst. Schools Division Superintendent  <b>Functional Division Chiefs</b>  <b>Unit/Section Heads</b>  <b>HRD Specialists</b>





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11:01 – 12:00	<p>Closing Program</p> <ol style="list-style-type: none"><li>1. Nationalistic Song</li><li>2. Homage to God</li><li>3. Hymns – Regional &amp; Division</li><li>4. Impressions</li><li>5. Challenge – Michell L. Acoyong, CESO VI - OIC – Schools Division Superintendent</li><li>6. Acceptance of Challenge</li><li>7. Singing of Do Right</li><li>8. Distribution of Certificates of Participation</li><li>9. Closing Remarks – Lea C. Belleza, EdD – OIC – Assistant Schools Division Superintendent</li><li>10. Photo Documentation</li></ol>	HRD Specialists
12:01 – 1:00	Lunch Break	
1:01 - onward	Going Back to Station	

*[Handwritten signature]*



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Enclosure No. 3 to Division Memo No. 441, s. 2023

**GUIDELINES, CRITERIA, AWARDS, AND PRIZES FOR THE GROUP PRESENTATION AND BEST IN ASIAN-INSPIRED ATTIRE**

**A. Guidelines for the Group Presentation:**

1. All division personnel will be grouped. *(See groupings on the previous enclosure)*
2. Each group must complete a 3-to-5-minute performance, which may be a skit, singing, dancing, or a combination of these.
3. Each group shall be responsible for their music and other performance materials.
4. Depiction or messages of violence, bullying, self-harm, war, and other issues are prohibited.
5. The participants are encouraged to wear Asian-inspired attires or clothing, provided that appropriate length, cut, design, and materials are followed, and the overall look of the attire does not violate the common standard of decency.
6. The use of proper makeup and hand-held props is permitted.
7. Pyrotechnics, firecrackers, and backdrops are not allowed. It is also prohibited for groups to use hazardous materials. Talents or stunts that may put the group's members in danger/risk are not allowed.
8. All throughout the performance, proper decorum and decency shall be observed.
9. Rubrics will be the basis of the judging panel. *(See Criteria below)*
10. Point system will be used in deriving the winners.
11. If the group has issues about the results, they shall address them only to the facilitators and will be given the opportunity to understand how their group's score was calculated.
12. The judges' final scores are final and irrevocable.

**Awards and Prizes:**

Awards	Prizes
1 <sup>st</sup> Place	P2,500 (worth of merchandize)
2 <sup>nd</sup> Place	P2,000 (worth of merchandize)
3 <sup>rd</sup> Place	P1,500 (worth of merchandize)
6 Consolation Prizes	P1,000 (worth of merchandize) each

**Criteria:**

Criteria	Points
Costume	70
Overall Performance	30
Total Points	100





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B. Guidelines for the Best in Asian-Inspired Attire

1. All division personnel who are appropriately dressed in their Asian-inspired attires are eligible to enlist in this category.
2. This category will have two winners: Best in Asian-Inspired Attire (for male personnel) and Best in Asian-Inspired Attire (for female personnel).
3. Personnel shall wear an attire that is appropriate in terms of cut, length, and decency.
4. Ensembles that are not attached to the personnel's outfit, as well as handheld props, will be included/counted in the point calculation.
5. See-through clothing and plunging necklines are not allowed.
6. Personnel are not allowed to use firecrackers or other hazardous materials that could endanger themselves or other employees.
7. Personnel whose attires are not in consonance with these guidelines are automatically disqualified.
8. Rubrics will be the basis of the judging panel. *(See Criteria below)*
9. Point system will be used in deriving the winners.
10. If personnel have issues or questions about the results, they shall address them to the facilitators and they shall be given the opportunity to understand how his/her score was calculated.
11. The judges' final scores are final and irrevocable.

Awards and Prizes:

Awards	Prizes
Best in Asian-Inspired Attire (Male)	P1,500 (worth of merchandize)
Best in Asian-Inspired Attire (Female)	P1,500 (worth of merchandize)

Criteria:

Criteria	Points
Costume	70
Suitability of Attire	20
Poise and Projection	10
Total Points	100