



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

DIVISION MEMORANDUM

NO. 442, s. 2023

DEC 18 2023

**ACTIONS ON OFFICE TRANSACTIONS RELATIVE TO THE PARTICIPATION OF
DIVISION-BASED PERSONNEL TO THE YEAR-END PERFORMANCE REVIEW &
2024 PERFORMANCE PLANNING WITH TEAM BUILDING ACTIVITIES**

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 Year-End Performance Review and 2024 Performance Planning with Team Building Activities on December 27-29, 2023, at the Resorts Negrense, Negros South Road, Bacolod City, Negros Occidental.
2. In view thereof, all transactions and routine documents shall be submitted to Johanna G. Gatoc or Ma. Noraline P. Carbajosa at the front desk of the New SDO Building. However, personnel who will submit reports and has urgent concerns shall notify the concerned personnel so that it can be acted upon immediately.
3. Furthermore, personnel who will transact business with this 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 Section, at 0916-6345-072.
5. Widest 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



Address: Tayum Street, Barangay 8, Kabankalan City, Negros Occidental
Telephone Number: 471-2004 | 471-2003
E-mail: kabankalan.city001@deped.gov.ph