



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

DIVISION MEMORANDUM


No. 511, s. 2022

DEC 13 2022

**CONDUCT OF THE YEAR-END MONITORING AND EVALUATION UNDER THE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT ADMINISTRATIVE
SERVICES SECTION, LEGAL UNIT AND ICT UNIT**

To: Assistant Schools Division Superintendent
Administrative Officer V
Attorney III
Information Technology Officer I
All Others Concerned

1. This Office, through the Administrative Services Section will conduct the Year-End Monitoring and Evaluation of units under the Administrative Services Section (Cash, Personnel, Records, and Supply) including the Legal Services Unit and ICT Unit on December 13, 2022, 8:00 in the morning. The venue will be in Block Five Café, Block 5 Barangay 1, Kabankalan City, Negros Occidental.
2. The objectives of this activity are:
 - a. To give a progress report by unit on their respective programs, projects and activities in accordance to their key result areas;
 - b. To determine the gaps and find solutions in order to increase the percentage of expected and desired outputs; and
 - c. To assess the performance of each unit concerned.
3. Participants to this activity are listed in Enclosure No. 1 of this memorandum.
4. Health and safety protocols shall be strictly observed in the conduct of this activity.
5. Meals, snacks of participants and all other expenses incurred relevant to the conduct of this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination and compliance of this Memorandum are desired.


NICASIO S. FRIO EdD, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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

Enclosure No. 1 of Division Memorandum No. _____, s. 2022

LIST OF PARTICIPANTS

OFFICE OF THE SDS PROPER

- | | |
|---------------------------------|----------|
| 1. Dr. Nicasio S. Frio, CESO VI | OIC-SDS |
| 2. Dr. Lea C. Belleza | OIC-ASDS |
| 3. Janelyn Grace C. Toresis | AO II |
| 4. Geraldine Gimotea | ADA VI |
| 5. Rey T. Menodiado | ADA IV |

Legal Unit

- | | |
|--------------------------|--------------|
| 6. Atty. Racel Malalu-an | Attorney III |
|--------------------------|--------------|

Information and Technology Unit

- | | |
|-------------------------|-------|
| 7. Archiebal A. Poyogao | ITO I |
| 8. Richard Roa | AO II |

Administrative Services

- | | |
|--------------------------|------|
| 9. Arnold S. Magdaet | AO V |
| 10. Edmund J. Canson Jr. | AA I |
| 11. Jose C. Pamposa | AA I |

Personnel Unit

- | | |
|-----------------------------------|----------|
| 12. Chris G. Erabon | AO IV |
| 13. Sharon Rose Montoyo | AO II |
| 14. Katherine Jo R. Rufano | AA VI |
| 15. Jane Marie C. Oyog | AO II |
| 16. Sheryn C. Dionillo | ADAS III |
| 17. Aileen Shane E. Decena | ADAS III |
| 18. Maria Karla Adrienne D. Sailo | ADAS II |

Property and Supply Unit

- | | |
|-------------------------------|--------|
| 19. Alfredo N. Nombre Jr. | AO IV |
| 20. Salvacion Elcy C. Pantajo | ADA VI |

Records Unit

- | | |
|-----------------------------------|--------|
| 21. Dino Alexandrinos Xenos Lopez | AO IV |
| 22. Windy Rose Hitalia | ADA VI |

Cash Unit

- | | |
|----------------------|-------|
| 23. Cherry Manzano | AO IV |
| 24. Jorel J. Diagmel | AO II |

General Services

- | | |
|----------------------|---------|
| 25. Yvonne Valdesimo | Utility |
| 26. Dinah Ausan | Utility |
| 27. Ronald Buhia | Utility |