



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

October 14, 2023

DIVISION MEMORANDUM
NO. 0405, S. 2023

**Attendance Confirmation for the Non-Teaching Personnel
Performance Implementation Review (PIR)**

To: Office of the Assistant Schools Division Superintendent
Chief-School Governance and Operation Division
Chief-Curriculum Implementation Division
All Non-Teaching Personnel
All Others Concerned

It is informed that the Non-Teaching Personnel Performance Implementation Review (PIR) is scheduled for December 6 up to 7, 2023. The purpose of this memo is to request your attendance confirmation for the PIR, which is crucial for budgetary planning and ensuring the correct number of attendees.

Please reply to this memo not later October 27, 2023 through this link: <https://forms.gle/sbn1Gvt8uPKp43eS8>. Accessing and responding to the link will give us ample time to make the necessary preparations. The information which will be provided will help us arrange the necessary logistics, materials, and accommodations to ensure a successful PIR.

Your options are as follows:

1. I will attend the PIR on December 6 up to 7, 2023.
2. I will not attend the PIR on December 6 up to 7, 2023.

Here's the corrected version:

Lastly, we would like to emphasize the importance of your response. If you confirm your attendance but do not appear during the specified PIR dates and or present on scheduled activity but leaves during the conduct of the program, unless the reason is of utmost importance and directly consequential, you will be responsible for covering the costs associated with your absence.

For your information and guidance.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

