



Republic of the Philippines  
Department of Education  
REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID – 2023 - 0996

To: Rebecca C. Sagot, CESO VI- ASDS  
Eduard C. Amoguis, EdD – Chief Education Supervisor, CID  
Ramel M. Pilo – Chief Education Supervisor, SGOD  
Eric P. Indie, EdD – PSDS, Sto. Tomas West District  
All Elementary, Integrated and Secondary School Heads of Sto. Tomas West District  
All Others Concerned

Subject: **STO. TOMAS WEST DISTRICT ANNUAL YEAR-END REVIEW AND PERFORMANCE ASSESSMENT CUM TEAM BUILDING**

Date: November 23, 2023

1. The **Annual Year-End Review and Performance Assessment cum Team Building Activity of Sto. Tomas West District** will be conducted on December 21-22, 2023 at GovGen Beach Resort, Governor Generoso, Davao Oriental.
2. Focusing on the theme, **“Sto. Tomas West: The Finest Appreciation Program”** the activity is geared towards the following objectives:
  - a) Highlight the accomplishment of the schools in the year 2023.
  - b) Evaluate the performance of each school heads’ and assess the level of performance vis-à-vis targets set,
  - c) Maintain interpersonal relationships in the organization through team building activities, and
  - d) Strengthen the administrative and supervisory skills of school heads.
3. Meals, snacks, travel and other incidental expenses are chargeable against any local funds subject to the usual accounting and auditing rules and regulations.
4. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
5. Immediate dissemination of this memorandum to all concerned is desired.

  
ROSALINDA N. DIONIO

*Administrative Officer I*

**REYNALDO B. MELLORIDA, CESO V**

Schools Division Superintendent

CID/epi

