



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 - 1034

To: Rebecca C. Sagot, CESO VI, ASDS
Eduard C. Amoguis, EdD – Chief Education Supervisor, CID
Ramel M. Pilo - Chief Education Supervisor, SGOD
Divina P. Dela Cueva - PSDS
Public Elementary, Secondary, & Integrated School Heads of Kapalong West District
All Concerned Administrative Officers and Administrative Assistants –
Kapalong West District

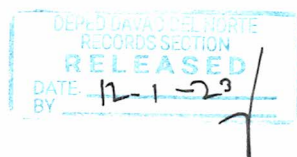
Subject: **KAPALONG WEST DISTRICT ANNUAL YEAR-END REVIEW AND PERFORMANCE ASSESSMENT cum TEAM BUILDING**

Date: December 01, 2023

1. This office informs all the Kapalong West District administrators and other concerned participants for the upcoming **Annual Year-End Review and Performance Assessment cum Team Building Activity**. This activity will be held at Oasis Rest House, Britania Islands, Britania, San Agustin, Surigao del Sur on December 2 to 3, 2023 (Saturday and Sunday).
2. The said activity will focus on the following objectives, to wit;
 - a. Strengthen the administrative and supervisory skills of school heads;
 - b. Evaluate the performance of each school heads and asses the level of performance vis-à-vis targets set;
 - c. Highlight the accomplishment of the school in the Fiscal Year 2023; and
 - d. Maintains interpersonal relationship in the organization through team building activities.
3. All participants are encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by the office.
4. All expenses incurred for the activity shall be shouldered by the participants.
5. Immediate dissemination of this Memorandum is highly desired.

REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent *RM*

CID/āpd



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ROSALINDA N. DIONIO
Administrative Officer V

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