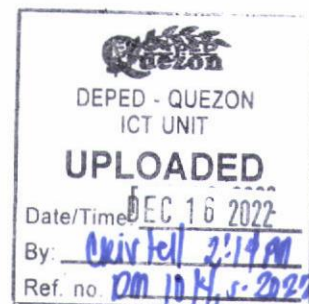




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



16 December 2022

**DIVISION MEMORANDUM**

DM No. 1014, s. 2022

**2022 YEAR-END ACCOMPLISHMENT REVIEW & PERFORMANCE APPRAISAL  
CUM PLANNING CONFERENCE FOR FY 2023**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Section/Unit Heads  
Public Schools District Supervisors  
Sub-Offices Staff  
Division Personnel  
All Others Concerned

1. The Schools Division Office of Quezon will be holding its 2022 Year-End Accomplishment Review and Performance Appraisal cum Planning Conference for FY 2023 on December 18-19, 2022, at Sevilla's Farm and Resort, Lucena City.
2. This activity aims to:
  - a. ascertain the implementation of the programs, projects, and activities of the Division;
  - b. helps identify the challenges encountered, the lessons learned, and previously unidentified shortfalls; and
  - c. plans for the programs, projects, and activities for the Fiscal Year 2023.
3. There will be a day zero on December 18, 2022, for participants from remote stations. They may request for travel authority covering December 18 to 20.
4. On December 19, 2022, the program will start at 1:00 p.m.
5. Clienteles of the Division Office and the Sub-Offices are advised that there will only be limited transactions to pave way for this activity.
6. Adherence to safety and health protocols shall be observed during the duration of the activity.

DEPEDQUEZON-TM-SDS-04-009-003



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7. Immediate dissemination and compliance with this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

sgodhrd12/16/2022

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