



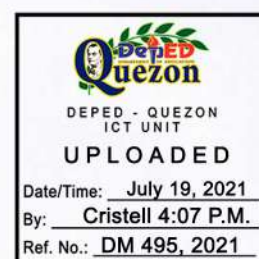
Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

19 July 2021

DIVISION MEMORANDUM
DM No. 495, s. 2021

**CONDUCT OF MIDYEAR PROGRAM AND PERFORMANCE IMPLEMENTATION REVIEW
OF THE RECORDS SECTION**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Unit/Section Heads
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned



1. As part of the DepEd's Results-Based Performance Management System (RPMS) cycle based on DepEd Order No. 02, s.20154, Offices are expected to conduct midyear review to determine the progress in achieving the objectives of the Office and individual employee's performance level based on the commitments and measures as contained in the OPCR, IPCRF and PPAs.
2. In this connection, this Office announces the schedule of Midyear PIR of the Records Section on **July 21 to 22, 2021** (Wednesday to Thursday) at Piscana Resort, Tayabas City.
3. To ensure continuous delivery of public service in the Records Section, **Miss Anna Jean Ogerio, Administrative Officer II** will be the alternate personnel to accommodate and render you service.
4. In compliance with Inter-Agency Task Force-Emerging Infectious Diseases (IATF-EID) Guidelines and Policies, participants are advised to strictly adhere with the Minimum Health Standards and Protocols in the entire duration of the activity. Further, all participants are required to answer an online **Health Declaration Form** through this link <https://tinyurl.com/21HealthDeclaration-Trainings> prior to the said activity.

DEPEDQUEZON-TM-SDS-04-009-003



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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@depd.gov.ph
Website: www.depedquezon.com.ph





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5. A **Health Officer** shall strictly monitor the minimum public health standards and provide medical assistance as necessary. Participants who are **over sixty-five years of age**, and those with **immunodeficiency, comorbidity, or other health risks**, and **pregnant women** shall not be required to participate in this activity. In addition, this office also advised those personnel who are taking their maintenance medication to bring their medicine.
6. Food expenses and accommodation of the participants shall be charged against the Division HRTD Fund while travel and incidental expenses shall be charged against Division MOOE subject to usual auditing rules and regulations.
7. For the information and guidance of all concerned, immediate dissemination of this memorandum is hereby desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer in-charge
Office of the Schools Division Superintendent

recsop07/19/2021

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