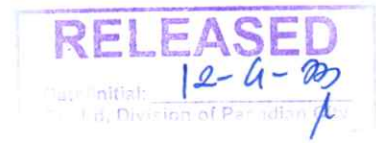




Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
DIVISION OF PAGADIAN CITY



December 6, 2023

DIVISION MEMORANDUM

No. 285, s.2023

**CAPACITY BUILDING IN STRESS MANAGEMENT AND MENTAL HEALTH OF
SCHOOL LEADERS CUM 2023 YEAR-END PERFORMANCE ASSESSMENT (YEPA)
CUM AWARDS CEREMONY**

To: Assistant Schools Division Superintendent
Chief (SGOD, CID)
Education Program Supervisors
Public Schools Division Supervisors
Section/Unit Heads
School Heads (Elementary and Secondary)
This Division

1. In accordance to DepEd Order No. 2, s. 2015, titled Guidelines on the Establishment and Implementation of the Results-based Performance Management Systems (RPMS) mandates the conduct of performance evaluation at the end of each performance cycle to assess the over-all performance level based on commitment and measures as contained in the OPCRf and IPCRF. In line with this, DepEd Pagadian City Division will conduct the Performance Review, Program Implementation Review and Agency Performance Review.
2. The activity aims to assess the office and individual employee's performance level based on the commitments and measures and determine the progress in achieving the set objectives.
3. The DepEd Pagadian City Division shall conduct the Capacity Building in Stress Management and Mental Health of School Leaders cum 2023 Year-End Performance Assessment (YEPA) cum Awards Ceremony on December 11-13, 2023 at Bay Plaza Hotel, Pagadian City.
4. All division office personnel and school heads shall be the participants to this activity.
5. Each functional divisions (OSDS, CTD and SGOD) shall present their Year-end Performance Accomplishment Report. The template can be accessed through this google drive link: <https://tinyurl.com/3hff6byb>
6. The order of presentation of reports shall be as follows:
 - 6.1 Curriculum and Teaching Division (CTD)
 - 6.2 School Governance and Operations Division (SGOD)
 - 6.3 Office of the Schools Division Superintendent (OSDS)
-Human Resource Management Section

LST/SGOD-HRD/Div Memo
12/6/2023



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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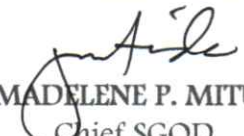


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- Accounting Section
- Budget and Finance Section
- Supply Section
- Office of the Administrative Section

7. Meals, snacks, and materials shall be charged against HRTD Funds 2023 subject to existing accounting and auditing rules and regulations.
8. For more details/clarification, please contact EPS II Laverne S. Tarroza (mobile no. 0917-114-8252).
9. Immediate dissemination of this memorandum is enjoined.

For the Schools Division Superintendent:


MA. MADELENE P. MITUDA, EdD
Chief SGOD
In-Charge of Office

LST/SGOD-HRD/Div Memo
12/6/2023



Department of Education, Pagadian City Division, San Jose Heights, San Jose, Pagadian City

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