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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA

December 17, 2021

DIVISION MEMORANDUM
No. 447 s. 2021

YEAR-END PERFORMANCE REVIEW AND CHRISTMAS PROGRAM OF SDO PERSONNEL

To: All SDO Personnel

1. There will be a Year-End Performance Review of OPCRF and IPCRF of all SDO personnel to be held in the morning of December 22, 2021 at the 3rd Floor, SDO Conference Hall and Christmas Program in the afternoon to be held at the SDO grounds.
2. The activity aims to:
 - a. to review the OPCRF and IPCRF of all SDO personnel; and
 - b. to celebrate the coming of Christ by giving and sharing.
3. Participants to this activity are all SDO personnel.
4. Schedule of activities are as follows:
 - Part I - Performance Review
 - Part II - Christmas Program (c/o Lourdes Centeno)
5. There shall be a raffle draw during the program. In the spirit of sharing, Personnel with SG 11 and above are requested to give a gift/s worth P300 and above. Participants to the raffle draw are personnel with SG 10 and below.
6. Different committees are created to ensure the successful conduct of the afternoon activity. Please refer to enclosure 1 for the list of committees and members.
7. Immediate dissemination of this memorandum is desired.


BENILDA M. DAYTACA, Ed.D. CESO VI
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

csds/admin@p

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Address: Actividad-Economia St., Zone 2, Bangued, Abra
Telephone No.: (074)614-6918
Website: <http://www.depedatbra.com>
e-mail: abra@deped.gov.ph



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Enclosure to DM s, 2021

COMMITTEE	PERSONS IN-CHARGE	TERMS OF REFERENCE
Physical set-up and venue	Chairperson: Janet B. Pascua Members: General Services	-ensures that the venue is ready and conducive for the activity
ICT Support and sound system	Chairperson: Marlou Borja Members: Jahrell Balubar Ryn Walter Paa	-ensures the readiness of all ICT equipment and sound system to be used during the activity
Food Committee	Chairperson: Merly B. Bargas Members: Edlaine Castillo Agneda Princer Racquel Aldaca	-ensures the delivery of meals and snacks on time -oversee the smooth distribution and completeness of meals and snacks during the activity
Program, Parlor games and exchange gifts	Chairperson: Lourdes Centeno Members: Florgale Panelo Garnette Mayer Ton Jam Rally Ballesta Janine Erika Belisario	-takes charge of the program and facilitate parlor games -ensures smooth flow of raffle draw
Prizes and tokens	Chairperson: Elmer Batondo Members: Celia S. Bolante Rolly Joy Barril	-ensures the readiness of prizes for winners in the parlor games -smooth distribution of tokens



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