



Republic of the Philippines
Department of Education
 Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

DIVISION MEMORANDUM

No. 136, s. 2024

MAY 14 2024

**CONDUCT OF THE REVIEW AND EVALUATION OF THE
 SCHOOL HEADS' PERFORMANCE FOR SY 2023-2024**

To: Assistant Schools Division Superintendent
 Chief, School Governance and Operations Division
 Chief, Curriculum Implementation Division
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- As SY 2023-2024 is about to close, this Office desires the conduct of the Face-to-Face Review and Evaluation of the School Heads' Performance for SY 2023-2024 at the soonest time possible.
- All public elementary and secondary school heads are directed to submit relevant Documents and Other Means of Verification (MOVs) organized in separate folders per Output per KRA labelled accordingly (e.g. 1 folder for KRA 1 Output 1, 1 folder for KRA 1 Output 2, and so on) as per SY 2023-2024 OPCRf **on or before 14 June 2024** c/o the Office of the Assistant Schools Division Superintendent. **No additional documents shall be accepted beyond the said date.**
- The duly created Performance Review and Evaluation Committee (PREC) shall facilitate the conduct of the Face-to-Face Performance Review and Evaluation with the concerned School Heads (i.e. Ratees) on the following schedule:

Date	Time	Ratee	Venue
24 June 2024	1:00 PM – 5:00 PM	All Public Elementary and Secondary School Heads of Kabankalan I	New Conference Hall
25 June 2024	8:00 AM – 12:00 NN	All Public Elementary and Secondary School Heads of Kabankalan II	New Conference Hall
25 June 2024	1:00 PM – 5:00 PM	All Public Elementary and Secondary School Heads of Kabankalan III	New Conference Hall
26 June 2024	8:00 AM – 12:00 NN	All Public Elementary and Secondary School Heads of Kabankalan IV (Cluster A)	New Conference Hall
26 June 2024	1:00 PM – 5:00 PM	All Public Elementary and Secondary School Heads of Kabankalan IV (Cluster B)	New Conference Hall
27 June 2024	8:00 AM – 12:00 NN	All Public Elementary and Secondary School Heads of Kabankalan V	New Conference Hall




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4. All public elementary and secondary school heads are advised to be personally present during their respective scheduled Face-to-Face Performance Review and Evaluation with the PREC.
5. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.


MICHELL L. ACOYONG, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent