



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

JUL 0.1 2024

**DIVISION MEMORANDUM**

NO. 165, s. 2024

**ACTIONS ON OFFICE TRANSACTIONS RELATIVE TO THE PARTICIPATION OF  
DIVISION-BASED PERSONNEL TO THE MID-YEAR PERFORMANCE REVIEW  
OF THREE (3) FUNCTIONAL DIVISIONS IN SDO OF KABANKALAN CITY**

To: Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. This Office, through the Human Resource Development Section, informs the field that all Division personnel will be attending the Mid-Year Performance Review on July 15-16, 2024, at Zaycoland Resort & Hotel, Kabankalan City.
2. In view thereof, all transactions and routine documents shall be submitted to Mrs. Yvonne N. Valdesimo, at the front desk of the New SDO Building. However, personnel who will submit reports and has urgent concerns shall notify the concerned personnel so that it can be acted upon immediately.
3. Furthermore, personnel who will transact business with this Office during the specified dates are reminded to adhere to the provisions of Division Memorandum No. 454 s. 2022 also known as the Institutionalization of the Document Tracking System.
4. For questions and/or clarification, contact Mr. Kean Von G. Yupraccio, EPS II of the Human Resource Development Section, at 0916-6345-072.
5. Widest dissemination of and compliance with this Memorandum are desired.

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