



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF BOHOL
City of Tagbilaran



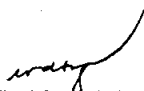
Office Memorandum:

To: OIC-ASDS, Chief of CID & SGOD
Education Program Supervisors
Schools District Supervisors/Acting PSDS
School Heads of Elementary and Secondary Schools
Section Heads & Non-teaching personnel in the Division Office

Date: December 12, 2016

Subject: Division Office Personnel Year-End Evaluation & Team Building Activity

1. In line with the goal of the Schools Division Office of Bohol in measuring the significant results and evaluation of the level of performance of every unit/section as well as individual IPCRF compliance for CY 2016, there will be a year-end evaluation and capability building activities geared towards enhancing oneself. This activity is to foster awareness of the team spirit and to reinforce commitment to the organization's work environment. Moreover, it aims to improve: a) moral and leadership skill; b) organizational productivity, and c) creativity of performance.
2. The Year-End performance evaluation and Team Building Activity will be conducted on December 15-16, 2016 at Dumaluan Beach Resort, Panglao, Bohol. Registration will start at 2:00-3:00 P.M. of December 15, 2016.
3. Participants to this year-end assessment/evaluation and team building activity are all division office employees including medical and health personnel. Attendance is a must except for those who have scheduled seminars and availed of sick leave prior to this activity.
4. Office transactions on Thursday afternoon, December 15, 2016 until Friday, Morning, December 16, 2016 shall be suspended. Regular Office activity shall resume on Friday afternoon, December 16, 2016.
5. Transportation, foods, accommodation and other incidental expenses relative to this activity are chargeable against HRTD Funds subject to the usual accounting rules and procedures.
6. Shuttle Bus will be provided from and to the venue. Assembly area is in the Division Office on December 15, 2015 at 1:00 to 1:45 P.M. The group will proceed to the venue at 2:00 P.M.
7. Please be guided accordingly.


WILFREDA D. BONGALOS, Ph.D., CESO VI
Schools Division Superintendent