



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

No. 0783 s. 2022

**YEAR-END PERFORMANCE MANAGEMENT REVIEW AND SUBMISSION OF
OFFICE AND INDIVIDUAL PERFORMANCE AND REVIEW FORMS (OPCRF/IPCRF)
OF PERSONNEL UNDER THE OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT (OSDS)**

To: Assistant Schools Division Superintendents
Non-Teaching Personnel in the OSDS Functional Sections
Public Elementary and Secondary School Heads
All Others Concerned

1. As part of the DepEd's Results-Based Performance Management System (RPMS) cycle based on DepEd Order No. 2, s. 2015, offices are expected to conduct Performance Review and Evaluation at the end of the performance cycle to assess office and individual employee's performance level based on the commitment and measures as contained in the IPCRF performance indicators.
2. The Office of the Schools Division Superintendent (OSDS), through the Division Performance Management Team (PMT), will conduct the year-end performance management review and assessment of IPCRF for 2022 in order to harmonize the Organizational Outcomes Target Indicators for 2023 to all Non-Teaching personnel under the OSDS Functional Sections (Administrative Services, Finance Services, Legal Unit and Information Technology Office) on December 6-7, 2022 at Solea Coast Resort Panglao.
3. Expenses for the accommodation, function hall, meals and snacks and other related expenses for the two (2) day live-in activity will be charged against Division MOOE Fund.
4. Participants are requested to observe the following:
 - a The 2 office vehicles are provided to transport in going to the venue.
 - b Registration of participants will start at 8:00 a.m.
 - c The opening program will immediately follow after the registration.
 - d All participants are enjoined to come to the venue on or before the time and shall be no other doing business/activities other than attending and participating in the said activities.

5. This memorandum shall serve as your travel authority. The full list of participants is hereto attached for reference.
6. The above-mentioned Functional Sections are manned by a skeletal work force on these days and the regular operations will resume on December 9, 2022.
7. For the information and guidance of all concerned.


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Schools Division Superintendent



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No.	Name	Position	Office
1	GUDELOSAO, DANILO G	Asst. School Division Superintendent	ASDS OFFICE
2	TORADIO, FAUSTINO N	Asst. School Division Superintendent	ASDS OFFICE
3	QUIJANO, VANESSA H	Attorney III	LEGAL
4	LADARAN, GABINA F	Accountant III	ACCOUNTING
5	TALAN, DINAH FLORENCE B	IT	IT
6	ALBUTRA, FERMIN M	Administrative Officer V	Admin
7	JASPE, MA VICTORIA M	Administrative Officer V	BUDGET
8	APALE, JUDITH S	Administrative Officer IV	HRMO
9	FOSTANES, NICANORA GRETLI S	Administrative Officer IV	RECORDS
10	BALORIA, LILIAN M	Administrative Officer IV	PROPERTY AND SUPPLY
11	CIMENI, VICTORIANO C	Administrative Officer IV	CASHIER
12	POTANE, MARK CYRIL G	Administrative Officer II	GSO
13	PLATINO, FELIPE B	Administrative Officer II	DPSU
14	ABULOC, LINA L	Administrative Assisstant II	HRMO
15	ACEBES, CHILITA F	Administrative Aide I	DPSU
16	ADAPTAR, AURELIO S	Administrative Assisstant II	CASHIER
17	AMORES, MARIA ERMALINDA C	Administrative Assisstant III	DPSU
18	ANDING, RITCHIE E	Administrative Assisstant III	DPSU
19	ANCOG, IRIS FINALYN C	Administrative Assisstant III	PMU
20	APALE, JOVELINO C	Dental Aide	RECORDS
21	APARICIO, ARLENE A	Administrative Assisstant III	DPSU
22	ARANETA, MARK ANTHONY M	Administrative Aide I	PROPERTY AND SUPPLY
23	ARANETA, MARY JANE D	Administrative Assisstant II	HRMO
24	ARANJUEZ, GUY G	Legal Assistant I	LEGAL
25	ARAO-ARAO, RHEA C	Administrative Assisstant III	BUDGET
26	BACAREZA, IVY JANE B	Administrative Assisstant III	DPSU
27	BAG-AO, CELESTE H	Administrative Assisstant II	HRMO
28	BARRIOS, CLAUDINE M	Administrative Assisstant II	IAS
29	BASTES, MAY D	Administrative Officer II	HRMO
30	BAYOG, WENY A	Administrative Assisstant II	ASDS OFFICE
31	BENIGA, ADRIANO A	Administrative Aide I	CASHIER
32	BERSALUNA, TEODOMERA A	Administrative Officer II	Admin
33	BOISER, LENJUN M	Teacher III	IT
34	BOLASCO, SIMON D	Administrative Assisstant II	DPSU
35	BOLOTAULO, MICHELLE NEE B	Administrative Assisstant II	DPSU
36	BOMPAT, EMELYN E	Administrative Aide I	HRMO
37	BOTERO, ELLAINE ROSE G	Administrative Assisstant III	DPSU
38	BUGA, MARIE ESTELA T	Administrative Officer II	HRMO
39	BULACAN, MA. VIBETH L.	Teacher III	ASDS OFFICE
40	BULACAN, NIEL JOHN S	Teacher II	Admin
41	BUNGABONG, JOANNE MAE D	Administrative Officer II	ASDS OFFICE
42	CABALLO, NOVA L	Administrative Assisstant III	DPSU
43	CABANGBANG, JULY BRYAN M	Administrative Assisstant II	ACCOUNTING
44	CALISO, ANANIAS G	Administrative Aide I	GSO
45	CALISO, GANI	Security Guard I	GSO
46	CALUNSAG, ALODIA M	Administrative Assisstant II	IAS
47	CAPUNO, JEROME G	Administrative Assisstant II	BUDGET

48	CAPUNO, LEO K	Administrative Aide I	GSO
49	CASTILLON, MARIETTA D	Administrative Aide I	IAS
50	CASTILLON, MIRIANN JALE L	Administrative Aide VI	IT
51	CHOUDRY, JOAN Q	Administrative Assisstant II	PROPERTY AND SUPPLY
52	CIMAFRANCA, MARIA THERESA S	Administrative Aide I	HRMO
53	CIRUJALES, MAYFLEUR U	Administrative Assisstant III	ACCOUNTING
54	COLOSCOS, HASMIN A	Administrative Assisstant II	DPSU
55	CRESCENCIO, LIZA D	Administrative Officer II	IAS
56	CULPA, ISABEL A	Administrative Assisstant II	HRMO
57	DAING, RAINERIA N	Administrative Assisstant III	IAS
58	DAQUIO, GRACE	Administrative Officer II	ACCOUNTING
59	DIEZ, VILMA L	Administrative Assisstant II	PMU
60	DIGAMON, MA TERMA E	Administrative Officer II	RECORDS
61	DIOLA, KARYLL	Administrative Officer II	ACCOUNTING
62	DIOLA, MALOU B	Administrative Assisstant II	DPSU
63	DUROY, JOSEFINA G	Administrative Assisstant III	BUDGET
64	ENAD, FERNANDO	Master Teacher II	IT
65	ESTOSE, JASMIN C	Administrative Assisstant III	ACCOUNTING
66	FLORES, MARITA S	Administrative Aide I	HRMO
67	FULLANTE, JERSON G	Administrative Aide I	RECORDS
68	GALBAN, DEMETRIA H	Administrative Assisstant III	DPSU
69	HINAMPAS, MARIA BELLA L	Administrative Assisstant II	IT
70	HONTUCAN, JOSE ALVIN S	Administrative Assisstant II	RECORDS
71	HURAÑO, GLENN	Teacher II	IT
72	JONGSON, MARLON T	Administrative Aide I	HRMO
73	LACIA, MARLON G	Administrative Assisstant III	ACCOUNTING
74	LAGRADA, HENGIE H	Administrative Aide I	RECORDS
75	LAGRADA, JOEY L	Administrative Aide I	RECORDS
76	LAGRIA, JOAN P	Administrative Aide I	SDS OFFICE
77	LAGURA, MARIA RIYAH A	Administrative Assisstant III	BUDGET
78	LAURON, MARILOU S	Administrative Assisstant II	CASHIER
79	LINUAG, PERLA V	Administrative Officer II	IAS
80	LOMARDA, MARIEL JO A	Administrative Assisstant I	BUDGET
81	LOPOS, JEBERLY G	Administrative Assisstant II	IAS
82	LUNGAY, MA FRITZIE A	Administrative Assisstant III	ACCOUNTING
83	MADANGUIT, JULIUS ALEJANDRO C	Administrative Aide I	LEGAL
84	MAHINAY, MARILYN JASMIN	Administrative Officer II	ACCOUNTING
85	MALARAN, EVELYN J	Administrative Aide I	SDS OFFICE
86	MASILLONES, HELEN B	Administrative Officer II	ASDS OFFICE
87	MEJIAS, MA LUISA B	Administrative Aide I	HRMO
88	MELENCION, FRANCES A	Administrative Aide VI	PMU
89	NAPAROTA, HELEN B	Administrative Assisstant II	ACCOUNTING
90	NOGALADA, ULYSSES R	Administrative Assisstant II	CASHIER
91	PAHANG, ANTONIO C	Administrative Aide I	SDS OFFICE
92	PALBAN, ALLAN REY M	Administrative Assisstant II	SDS OFFICE
93	PALMA, JAIME B	Administrative Aide I	GSO
94	PLAZA, MARICEL H	Administrative Aide I	HRMO
95	PON, ANGELO C	Administrative Assisstant II	PROPERTY AND SUPPLY
96	PON, MICHELLE C	Administrative Assisstant II	CASHIER

97	QUICHO, CIPRIANO Q	Administrative Aide I	PROPERTY AND SUPPLY
98	RANARA, JASMIN B	Administrative Aide IV	RECORDS
99	RAPIRAP, RALF RENZ A	Administrative Officer II	LEGAL
100	RATA, MARY ANN V	Administrative Officer II	IT
101	REALISTA, JOSEPH C	Administrative Assisstant II	ASDS OFFICE
102	RELAMPAGOS, AMANDO S	Administrative Aide VI	PROPERTY AND SUPPLY
103	RELAMPAGOS, RHEA ANN H	Administrative Aide VI	RECORDS
104	REYES, HERA A	Administrative Officer II	PROPERTY AND SUPPLY
105	ROLLON, JUANITA A	Administrative Aide I	IAS
106	SAGAYNO, GERRY S	Administrative Assisstant II	Admin
107	SALAMANCA, MARK ANTHONY S	Administrative Officer II	IT
108	SALGADOS, MIGUILITA WILMA R	Administrative Officer II	SDS OFFICE
109	SAMBAYON, MIRAFLOR	Administrative Officer II	ACCOUNTING
110	SATURINAS, FLORLY C	Administrative Assisstant II	HRMO
111	SERONDO, JOAN H	Administrative Assisstant III	ACCOUNTING
112	SOLIVA, KAREN C	Administrative Assisstant III	ACCOUNTING
113	SUAN, JONATHAN	Security Guard I	GSO
114	TAGUISA, JOCELYN M	Administrative Aide I	HRMO
115	TAMBIS, DOROTHY JOY A	Administrative Officer II	Admin
116	TINAJA, MILAGROS D	Administrative Assisstant II	ACCOUNTING
117	TUMAMPOS, GLENDA T	Administrative Assisstant III	DPSU
118	UNGAB, LEMUEL T	Administrative Officer II	CASHIER
119	UNGAB, MERCEDES B	Administrative Aide I	GSO
120	URSOS, JOSEFINA G	Administrative Assisstant III	BUDGET
121	VICOY, ELINA C	Administrative Aide VI	HRMO
122	VILLAVER, WEE S	Administrative Assisstant II	PMU