



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



09 Sep 2024

DIVISION MEMORANDUM

No. 197, s. 2024

**CORRIGENDUM TO THE DIVISION MEMORANDUM NO. 164, S. 2024
 "CORRIGENDUM TO THE DIVISION MEMORANDUM ON MID-YEAR
 PERFORMANCE REVIEW OF DIVISION OFFICE PERSONNEL F.Y. 2024"**

TO: OIC – Asst. Schools Division Superintendent
 Chief Education Supervisors – SGOD & CID
 Section Heads and Unit Heads
 Division Office Personnel
 All Others Concerned

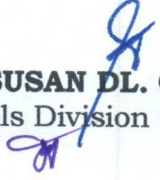
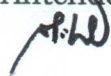
1. Relative to the Division Memorandum No. 164, s. 2024 "CORRIGENDUM TO THE DIVISION MEMORANDUM ON MID-YEAR PERFORMANCE REVIEW OF DIVISION OFFICE PERSONNEL F.Y. 2024" the schedule of the said activity will be moved as follows:

ACTIVITIES	TIMELINE	PERSONS INVOLVED
1. Conducts Mid-Year performance review and presentation together with MOVs of: <ul style="list-style-type: none"> • CID Chief • SGOD Chief • OSDS Section Heads and Unit Heads 	September 20, 2024 1:00 p.m. to 5:00 p.m. 2 nd Floor LCTECC Building	<ul style="list-style-type: none"> • PMT and TWG • Division Chiefs • Section Heads • Unit Heads • PMT Secretariat
2. Submits Mid-Year performance review and other documents to Performance Management Team (PMT) through Personnel Unit	September 23, 2024	<ul style="list-style-type: none"> • All SDO Division Office Personnel (permanent) • Personnel Unit
3. Consolidates the Mid-Year review form and other documents for signature	4 th week of September 2024	<ul style="list-style-type: none"> • PMT Secretariat • ASDS & SDS
4. Release copy of approved mid-year	4 th week of September 2024	<ul style="list-style-type: none"> • PMT Secretariat



review and other related documents to Division Office Personnel		
5. Uploads the approved mid-year performance review and other related documents.	4 th week of September 2024	• Division Office Personnel

2. All other provisions of the previous memorandum are still in effect.
3. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
 Schools Division Superintendent


Encl: Division Memorandum No. 164, s. 2024 "Corrigendum to the Division Memorandum on Mid-Year Performance Review of Division Office Personnel F.Y. 2024

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