



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF LAPU-LAPU CITY



December 20, 2016



DIVISION MEMORANDUM

No. 345, s. 2016

**ADDENDUM TO DIVISION MEMORANDUM NO. 313, S. 2016 ENTITLED
2016 YEAR-END EVALUATION**

TO : OIC, ASDS
Chiefs, SGOD and CID
Education Program Supervisors
District Supervisors
Elementary and Secondary School Administrators
Senior Program Education Specialists
Education Program Specialists (Designate)
Administrative Officer V

1. As per Division Memorandum No. 313 s. 2016, The Year-End Evaluation for CID, SGOD, Section Heads personnel and School Heads will be on December 22-23, 2016 at Crown Regency Hotel, Lapu-Lapu City.
2. The honorarium of the Resource Speaker shall be charged against the Division MOOE funds subject to the usual COA auditing rules and regulations.
3. Attached is the 2016 Mid-Year Evaluation Training Matrix.
4. For your guidance.


MARILYN SPANDALES, Ed.D., CESO VI
Schools Division Superintendent 



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Telefax # 340-5378/340-7354



**MID-YEAR EVALUATION 2016
TRAINING MATRIX**
December 22 – 23, 2016
Crown Regency, Lapu-Lapu City


Day 1 (December 22, 2016)

Time	Topic
7:30 – 8:00 AM	Registration
8:00 – 9:00 AM	Opening Program <ul style="list-style-type: none">• Invocation• National Anthem• Lapu-Lapu March• Acknowledgment of Participants<ul style="list-style-type: none">- CID- SGOD- District Supervisors• Message : Dr. Marilyn S. Andales• Energizer
9:00 – 9:30 AM	KRA 1 - Instructional Supervision (Mrs. Fe Gultiano)
9:30 – 10:00 AM	KRA 2 – Learning Environment (Zosima Flores)
10:00 – 10:30 AM	KRA 3 – Human Resource Management and Development (Vivien Taneo)
10:30 – 11:00 AM	KRA 4 – Parent’s Involvement and Community Partnership (Valentina Abing)
11:00 – 11:30 AM	KRA 5 – School Leadership, Management and Operation (Ma. Mariza Maglangit)
11:30 – 12:00 NOON	Action Planning (Oliver M. Tuburan)
12:00 – 1:00 PM	LUNCH BREAK
1:00 – 3:30 PM	Action Plan Write shop
3:30 – 5:00 PM	Presentation and Critiquing of Outputs
5:00 – 7:30 PM	Christmas Party (Program c/o SGOD)


Day 2 (December 23, 2016) **PLEASE COME BEFORE THE SCHEDULED TIME**

Time	Topic
7:00 – 7:15 AM	Management of Learning by SGOD
7:15 – 11:45 AM	SELF-AWARENESS
11:45 – 12:00 NOON	Closing Program

Prepared by:


OLIVER M. TUBURAN, Ed.D.
CID – Chief Supervisor

Approved by:


MARILYN S. ANDALES, Ed.D, CESO VI
Schools Division Superintendent