



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF LAPU-LAPU CITY
Telefax # 340-5378/340-7354



DIVISION MEMORANDUM
No. 262, s. 2014

TO : OIC ASDS
Education Supervisors
District Supervisors/ Officers-in-Charge of the Districts
Administrative Officer V and Staff
Section Heads and Staff
All others concerned

FROM : **DR. EDUARDO A. OMPAD**

SUBJECT : **DIVISION OFFICE'S YEAR-END EVALUATION AND TARGET SETTING**

DATE : November 26, 2014

1. Consistent with the Department's commitment to improve access, quality, and governance of Basic Education, this Office announces the conduct of the **Division Office's Year-end Evaluation and Target Setting** on **December 19-20, 2014** at a venue to be announced later.
2. The expected participants to this activity are the following: SDS, ASDS, EPSs, PSDSs, Administrative Officer V and staff, COA resident staff, different section heads and staff and all other non-teaching staff of the Division Office and field offices of the DepEd Lapu-Lapu City Division.
3. Everyone is advised to check-in on December 19, 2014 at 2:00 PM and to check-out on December 20, 2014 at 12:00 Noon after lunch. First meal is afternoon snacks of Day 1 and last meal is lunch of Day 2.
4. Travelling expenses and board and lodging of participants are chargeable against Local funds subject to the usual accounting and auditing rules and regulations.
5. This Memorandum also serves as **Travel Order**.
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


EDUARDO A. OMPAD, Dev. Ed. D.
Officer-in-Charge
Office of the Schools Division Superintendent

EAO/MSD
asds ofc.