

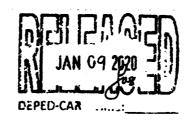
### Republic of the Philippines DEPARTMENT OF EDUCATION

### CORDILLERA ADMINISTRATIVE REGION

Wangol, La Trinidod, Benguet, 2601 Tel: (074) 422 - 1318 | Fax: (074) 422-4074 te: www.depedcar.ph | Email: car@deped.gov.ph







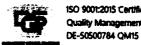
January 07, 2019

# 2019 PERFORMANCE EVALUATION AND 2020 COMMITMENT CUM MANCOM

To: **Assistant Regional Director** All Schools Division Superintendents All Regional Office Functional Division Chiefs All Performance Management Team Members All Others Concerned

- 1. This is to announce that the 2019 Performance Evaluation and 2020 Commitment shall be conducted on January 21 to 24, 2020 at a venue to be announced later.
- 2. Participants to the activity are the following:
  - a) Assistant Regional Director
  - b) Schools Division Superintendents
  - c) Regional Office Functional Division Chiefs
  - d) Performance Management Team and secretariat
  - e) Mancom Secretariat
- 3. Refer to Enclosure No. 1 for the list of the participants and Enclosure No. 2 for the matrix of activities.
- 4. All Schools Division Superintendents are required to bring their own laptop and OPCRFs with self-rating and MOVs or necessary documents of their accomplishment for validation of the Performance Management Team.
- 5. Board and lodging shall be charged to Regional Office MOOE while travelling expenses and other incidental expenses of the participants shall be charged against their local funds subject to usual accounting and auditing rules and regulations.
- 6. NO PROXY ALLOWED.

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Wangal, La Trinidad, Benguet, 2601 Tet: (074) 422 - 1318 | Fax: (074) 422-4074

Website: www.deped.car.ph | Email: car@deped.cav.ph



# Enclosure No.1

Liet of Participants

May B. Eclar Florante E. Vergara Olic-ARD Soliy B. Ulalim SDS, Apayao SDS, Baguio City Benilda M. Daytaca Benedicta B. Gamatero Olic-SDS, Benguet Benedicta B. Gamatero Olic-SDS, Kalinga Federico P. Martin SDS, Mt. Province Itene S. Angway Olic-SDS, Tabuk City Edgardo T. Alos Camel F. Meris Agustin B. Gumuwang CES, ESSD Sebastian G. Tayaban Jennifer P. Ande Pio D. Ecuan CES, PRD Aida L. Pagung Emely D. Bandao EPS, Alternate PMT Member Clemente D. Bandao EPS, Alternate PMT Member Clemente D. Bandao EPS, Alternate PMT Member Cristina L. Paquit Janelle S. Dogao EMISON Edity D. Fordo Emmanuela M. Gabol Jefferson A. Villena Evelyn A. Pasul Mancom Secretariat Evelyn A. Pasul Mancom Secretariat	<u> </u>	t of Participants
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# Republic of the Philippines DEPARTMENT OF EDUCATION

# **CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601
Website: www.deped.cov.ph | Bnatt: car@deped.cov.ph





January 13, 2020

# ADDENDUM TO REGIONAL MEMORANDUM NO. 17, s. 2019 on the CONDUCT OF 2019 PERFROMANCE EVALUATION AND 2020 COMMITMENT CUM MANCOM

TO: Schools Division Superintendents
Chiefs of Functional Divisions, Pt.T Members
All others concerned

- 1. The venue of the 2019 Performance Evaluation and 2020 Commitment Cum MANCOM scheduled on January 21 24, 2020 is at Sea of Dreams, Caba, La Union.
- 2. Attached is Enclosure 2, Activity matrix, and Enclosure 3, Terms of Reference on the different Committees and Members during presentations for your perusal.
- 2. Immediate and widest dissemination to this memorandum is directed.

MAY B. ECLAR, Ph.D.,CESO V

# TRAINING DESIGN FOR THE 2019 PERFORMANCE EVALUATION AND 2020 COMMITMENT Cum MANCOM

Terminal Objective: After this three - day activity, all participants shall be able to:

- Evaluate how well each manager/leader's supervisory and leadership capabilities towards the attainment of the agency's goals.
   Determine the performance and accomplishments made by each SDO and Functional Division Chief.
   Provide feedback for continuous improvement.
   Craft OPCRF for CY 2020.
   Strengthen social skills and peer relationship among the men and women employees.

Day 0: January 21, 2020	21, 2020					
Тіте	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
12:00 - 1:30		An	Arrival and Registration of Participants	Participants		
1:31 - 1:45		Openi	Opening Program and Statement of Purpose	ent of Purpose		
1:46 - 3:30	Our Accomplishments towards the attainment of our agency's goals ***Draw Lots of SDSs	For the SDSs to present their Division's performance and accomplishments for CY 2019 for evaluation	Presentation/Sharing Discussion	Evaluated performance and achievements of SDSs	Aida L. Payang	
3:31 - 3:45			Health Break			
3:46 - 4:00	Strengthening our relationship through Team Building Activities	For the participants to enhance their communication strengthening their relationship towards others	Games/ Sharing	Enhanced/ strengthened relationship towards others	HRDD	
4:01 - 6:00	Continuation Our Accomplishments towards the attainment of our agency's goals	For the SDs to present their performance and accomplishments for CY 2019 for evaluation	Presentation/Sharing Discussion	Evaluated performance and achievements of SDSs	Aida L. Payang	

Time	Time Session Title	Session Objectives	Methodology	Expected	Facilitator	Remarks
8:00-			MOL			
8:30				C-#-1 2020		
10:00	Commitment: "A change brought about by	their crafted 2020 Office's Performance Commitment for	Sharing Discussion	Office Performance Commitment		
	extraordinary things.	commenvsuggestions				
10:01 – 10:15			Health Break			
10:15 – 10:30	Strengthening our relationship through Team Building Activities	For the participants to enhance their communication strengthening their relationship towards others	Games/ Sharing	Enhanced/ strengthened relationship towards others	HRDD	
10:31 – 12:00	Continuation	•		ı		
12:01 <b>-</b> 1:00			Lunch Break			
1:01 – 3:15		MANCO	MANCOM: Management Committee	mittee Meeting		
3:46 - 4:00			Health Break			
4:01 - 6:00	Continuation	•	1	1	E	ŧ

Day 2: January 23, 2020

Day 4. Janu	Day 2: January 23, 2020					
Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Kemarks
8:00 -		:	MOL			
8:31 -	Our	For the Functional	Presentation/Sharing	Evaluated	Aida L.	
10:00	Accomplishments towards the	Division Chiefs to present their Division's	Discussion	performance and achievements of	Payang	
	attainment of our	performance and		Functional		
	agency's goals	accomplishments for CY		Divisions		
	FD Chiefs					
10:01 – 10:15			Health Break			
10:16 -	Continuation			•	1	ŧ
13:01			1 unch Bresk			
1:00			Fairch Dicas			
1:07 -	Our	rur each Functional	Presentation/	Crafted 2020	Pio D. Ecuan	
3:15	"A change brought about by	Crafted 2020 Office Performance	Sharing Discussion	Performance Commitment		
	extraordinary things. *  1. Admin 2. ESSD	Commitment for comment/suggestions				
	3. FTAD					
	4. Finance					
3:16 -	5. CLMD			•	•	
6:00	6. HRDD	•				
	* . TTZ					
	- 1					

Day 3: January 24, 2020

Enclosure 3 to RM 017.2020

Committees	Terms of Reference	Members
Registration, Attendance, Opening Program and Team Building Activities	Handles the registration and attendance for the activity  Prepares opening program and team building activities	Chairperson: HRDD c/o Jennifer P. Ande
Facilitators	Facilitates the smooth conduct of the activity	Aida L. Payang Pio D. Ecuan
Process Observers	Take down important notes/highlights of each SDSs presentation  Report/Give summary of each presentation	Chairperson: Florente E. Vergara Members: Atty. Sebastian G. Tayaban Carmel F. Meris
Timers	Ensure that time is followed during each presentation  Give time signal to each presenter	HRDD
Meals	Ensures that all meals are served on time and in sufficient quantities  Ensures that all participants are well served	Margie B. Gardingan Emmanuela M. Gabol

## Notes:

Each presenter is given a total of 30 minutes broken down into:

- a. 15 minutes presentation
- b. 3 5 minutes summary of observations (Chairperson on Process Observers will give the summary)
- c. 10 minutes feedback