



January 07, 2019

REGIONAL MEMORANDUM

017-2020

DEPED-CAR

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.

MAY B. ECLAR PhD, CESO V
Regional Director





Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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



Enclosure No.1

List of Participants

May B. Eclar	RD
Florante E. Vergara	OIC-ARD
Gloria B. Buya-ao	SDS, Abra
Sally B. Ulalim	SDS, Apayao
Marie Carolyn B. Verano	SDS, Baguio City
Benilda M. Daytaca	OIC-SDS, Benguet
Benedicta B. Gamatero	OIC-SDS, Ifugao
Amador D. Garcia	OIC-SDS, Kalinga
Federico P. Martin	SDS, Mt. Province
Irene S. Angway	OIC-SDS, Tabuk City
Edgardo T. Alos	CAO, Administrative Division
Carmel F. Meris	CES, CLMD
Agustin B. Gumuwang	CES, ESSD
Sebastian G. Tayaban	CAO, Finance Division
Jennifer P. Ande	CES, FTAD - HRDD
Pio D. Ecuán	CES, PPRD
Aida L. Payang	CES, QAD
Emiely D. Godoy	AO V, Alternate PMT Member
Comelia A. Dulnuan	SAO, Alternate PMT Member
Denia O. Tamate	EPS, Alternate PMT Member
Clemente D. Bandao	EPS, Alternate PMT Member
Angeline F. Calatan	MO IV, Alternate PMT Member
Maksim A. Botilas	EPS, Alternate PMT Member
Ethielyn E. Taqued	EPS, PMT Member
Cristina L. Paquit	SAO, PMT Member
Janelle S. Dogao	SP III, Alternate PMT Member
Eleonora A. Albidas	PMT Secretariat
Kevin B. Tadao	PMT Secretariat
Emmanuela M. Gabol	PMT Secretariat
Jefferson A. Villena	PMT Secretariat
Edralyn C. Ganga	ORD Secretariat
Evelyn A. Pasul	Mancom Secretariat
Cyrille Gaye B. Miranda	Mancom Secretariat
12 Drivers	



ISO 9001:2015 Certified
Quality Management System
DE-50500784 QM15



RECEIVED
 JAN 13 2020

January 13, 2020

DEPED-CAR

ADVISORY

ADDENDUM TO REGIONAL MEMORANDUM NO. 17, s. 2019 on the CONDUCT OF 2019 PERFORMANCE EVALUATION AND 2020 COMMITMENT Cum MANCOM

**TO: Schools Division Superintendents
 Chiefs of Functional Divisions, PLT 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
 Regional Director

Contact Numbers (Area Code: 674):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7088	HRDO	422-6680
Fax	422-4574	Cash Section	423-2215	LRMDS	422-0815	NEAP-R	422-6600
Office of the ARD	422-6990	Payroll Section	424-3993	ES&O	423-2218	PPRD	422-8990
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	422-2214	General Services Unit	422-1804				

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:

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

Day 0: January 21, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
12:00 – 1:30			Arrival and Registration of Participants			
1:31 – 1:45			Opening Program and Statement 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 SDSs to present their performance and accomplishments for CY 2019 for evaluation	Presentation/Sharing Discussion	Evaluated performance and achievements of SDSs	Aida L. Payang	

Day 1: January 22, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30			MOL			
8:31 – 10:00	Our Commitment: "A change brought about by extraordinary things.	For the SDSs to present their crafted 2020 Office's Performance Commitment for comment/suggestions	Presentation/ Sharing Discussion	Crafted 2020 Office Performance Commitment	Pio D. Ecuán	
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...	-		-	-	
12:01 – 1:00	Lunch Break					
1:01 – 3:15	MANCOM: Management Committee Meeting					
3:46 – 4:00	Health Break					
4:01 – 6:00	Continuation...	-	-	-	-	-

Day 2: January 23, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30			MOL			
8:31 – 10:00	Our Accomplishments towards the attainment of our agency's goals ***Draw Lots of FD Chiefs	For the Functional Division Chiefs to present their Division's performance and accomplishments for CY 2019 for evaluation	Presentation/Sharing Discussion	Evaluated performance and achievements of Functional Divisions	Aida L. Payang	
10:01 – 10:15	Health Break					
10:16 – 10:30	Continuation...	-	-	-	-	-
12:01 – 1:00	Lunch Break					
1:01 – 3:15	Our Commitment: "A change brought about by extraordinary things.."	For each Functional Divisions to present their crafted 2020 Office Performance Commitment for comment/suggestions	Presentational/ Sharing Discussion	Crafted 2020 Office Performance Commitment	Pio V. Ecuano	
3:16 – 6:00						
		1. Admin 2. ESSD 3. FTAD 4. Finance				
		5. CLMD 6. HRDD 7. PPRD 8. QAD				

Day 3: January 24, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30			MOL			
8:31 – 10:00	Continuation... Other Matters	-	-	-	-	-
10:01 – 10:15			Health Break			
10:16 – 11:30	Finalization of 2020 Office Performance Commitment	For Functional Divisions to finalize their 2020 Office Performance Commitment ready for submission	Workshop	Finalized 2020 Office Performance Commitment		
11:31 – 12:00						
12:01 – 1:00						
1:01 onwards						

Closing Program and Ways Forward

Lunch Break

Home Sweet Home

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. Ecuán
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**