



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
DIVISION OF CITY SCHOOLS – TAGBILARAN  
City of Tagbilaran



Rajah Sikatuna Avenue, Dampas, Tagbilaran City, Bohol 6300 (038) 544-2147; 427-1702 [dtagbilarancitydivision@yahoo.com](mailto:dtagbilarancitydivision@yahoo.com) [www.depedtagbilaran](http://www.depedtagbilaran)

## MEMORANDUM


**TO** : Administrative Office Personnel, Cash and Supply Section Personnel,  
Personnel and Records Section Personnel

**FROM** : **NERI C. OJASTRO, Ed.D., CESE**  
OIC, Office of the Schools Division Superintendent

**SUBJECT** : **ADMINISTRATIVE OFFICE**  
**MID-YEAR PERFORMANCE REVIEW 2019**

**DATE** : June 11, 2019

1. The Administrative Unit will be conducting a Mid-Year Performance Review on Tuesday, June 11, 2019 from 8:30 AM to 2:00 PM at the Division Office Conference Room.
2. Participants are required to bring the following:
  - a. Previous year IPCRF
  - b. laptop
  - c. extension cord
3. Please coordinate with Aquilino T. Milar, Jr., Phd., Administrative Officer V at the Administrative Office regarding the matter.
4. For your guidance and information.

  
**NERI C. OJASTRO, Ed.D., CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent