



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 416 s. 2024

June 24, 2024

**MID-YEAR ASSESSMENT, ADJUSTMENT AND PLANNING CONFERENCE**

To: Assistant Schools Division Superintendent  
Chiefs Education Supervisors (CID, SGOD)  
Education Program Supervisors  
Public School Heads  
All Others Concerned

1. This Office through the Schools Governance Operations Division (SGOD) hereby announces the conduct of the Midyear Assessment, Adjustments and Planning Conference on July 3,4 and 5, 2024. Venue of the said activities will be announced separately.

2. The activity aims to review and evaluate issues, problems, concerns and craft substantial plans for the incoming school year.

3. Timetable for the 3-day activity is as follows:

- Day 1 --- DepEd Order No. 005, s.2024 re: “Rationalization of Teachers Workload in Public Schools and Payment of Teaching Overload” (with workshop and submission of Day 1 output)
  - Miss Maurine C. Castaño  
*Chief, SGOD*
- Day 2 --- Results-based Performance Management System (RPMS)/Office Performance and Commitment Review Form (OPCRF) 2024 Guidelines
  - Dr. Wilfreda D. Bongalos CESO V  
*Schools Division Superintendent*
- Day 3
  - School Improvement Plan (SIP)( with emphasis on the Curriculum)
    - Miss Maurine C. Castaño
  - Annual Implementation Plan (AIP)
    - Dr. Ma. Antonette P. Dugang





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--- Annual Procurement Plan (APP)

- Ms. Julie Ann Kristie Redillas/ Ms. Rosalie Tambis

4. Participants in the 3-day conference are the ASDS, Chiefs (CID,SGOD). Education Program Supervisors, HR Personnel Officer, Planning Officer, One Division Nurse, Division Engineer, SEPS HR & M&E, EPS II HR, M&E & ALS, Division AdA 3 (Division Driver) School Principals, Assisting Principals, Assistant Principals, Head Teachers and Budget Officer/Accountant( on the third day only).
5. Participants are directed to bring laptops, printers ( by cluster in cases for small schools), and A4 size printing paper.
6. School Principals who will be on an Official Business Travel are advised to send Master Teacher (MT) Alternates or Teacher of their preference in their behalf.
7. A Registration Fee of Two Thousand Pesos ( Php 2,000.00) per day per participant, that is, Six Thousand Pesos (6,000 pesos) for three days will be collected from each to cover meal, snacks, venue and other incidental expenses relative to the conduct of the activity and shall be charged against Division Office Funds/ MOOE ( for SDO Participants) and School Funds / MOOE ( for participants from the schools. Expenses relative to the conduct of the activity are subject to the usual accounting and auditing rules and regulations. Payments can be made in cash and cheque to the DepEd Division of Tagbilaran City. (***Please be advised to use the account name DEPED TAGB CITY SCH DIV- MOOE TF in payments made through cheques***) to the DepEd Division of Tagbilaran City. Participants from the schools are highly encouraged to pay the registration fee before the conduct of the conference.
8. For immediate dissemination of, and compliance with this Memorandum is directed.

  
**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent 

**PARTICIPANTS TO THE MIDYEAR ASSESSMENT, ADJUSTMENT AND PLANNING  
CONFERENCE**

<b>BOOL ES</b>	EDITHA G. GONE
<b>BOOY ES</b>	MARIA CHONA B. ROXAS
<b>BOOY SOUTH ES</b>	CLEMENTINA A. GAMIL
<b>CABAWAN ES</b>	JERRY B. BELECINA
<b>CITY EAST ES</b>	JUANITA C.LAFUENTE MARILOU A. PONDOC
<b>COGON ES</b>	RACHEL S.OMASAS JOSELITO GALENDO
<b>DAMPAS ES</b>	MARIA DULCE ALMA A. LOPOS EDGAR FERNANDEZ
<b>DAO ES</b>	BASILIDES SEMPRON
<b>EASTERN COGON ES</b>	FELIPE EPE
<b>MANGA ES</b>	PROSERPINA A.DOROY
<b>MANSASA ES</b>	ELDIEBRANDO CORREA
<b>SAN ISIDRO ES</b>	EUFERHODA R. GALON
<b>TALOTO ES</b>	LORELEI G. ANORE
<b>TCCES MAIN</b>	CONCEPCION I.GALLENTE DOUGEFORD CASTAÑO
<b>TCCS SPED</b>	LEMUEL B. BAROL
<b>TIPTIP ES</b>	MA.DIOSCORAH. SAYON
<b>UBUJAN ES</b>	MARILYN M. GOTIAY
<b>CTNHS</b>	JESILO JALA
<b>COGON NHS</b>	MARICEL BARIMBAO (OIC) BEVERLY JOY CUAJAO
<b>DCPNHS JHS</b>	DOLORES T. DAHAB MARIA TERESA LARODA MARIA SANDRA ISABEL S. FORTICH MERCY MAE C. SERATE ERMILA CARDINAS PILAR DIEZ PROCELITA MILAR
<b>DCPNHS SHS</b>	LEGARDO PALACA Jr. MELCHOR B. DANIEL, Jr. LANIE GUTAS
<b>MANGA NHS</b>	JENELOU JOHN F. ISRAEL CRESTITA G. BATINGAL
<b>MANSASA NHS</b>	ALBERTO TIBOD Jr. FLORAFEL C.DATOY
<b>SAN ISIDRO NHS</b>	CORAZON SAMUYA/ EUTROPIA ARCA YENA LORNA LUMAYOG
<b>TCSHS</b>	GRACE MARIE L. CAMPOS ALJON FRONTERAS
<b>TCHS-HI</b>	RIZALINA G. PELIGRO/ ZITA BARRERA
<b>TALOTO NHS</b>	NILO SENDRIJAS
<b>SDS</b>	WILFREDA D. BONGALOS PhD, CESO V
<b>SDO</b>	JOHN ARIEL A. LAGURA JANET T. BUTALID MAURINE C. CASTAÑO
<b>SDO</b>	AIMEE T. AMISTOSO BEATRIZ E. INCOG JOSEPH C. BARRETE ELISA B. GEAGONIA NEOLITA S. SARABIA NENITA J. INCOG

	ALBERTO A. LACANG
	CHERRY MICHELLE F. COLLYER
	MA. ANTONETTE P. DUGANG
	FILOMENA C.TANGGAAN
	ESTHER L. CAGAS
	ROSENE D.OLAIVAR
	LIZA E.MAQUILING
	ELIZABETH R. ESCOLANO
	LOUENIE T. INDANAO
	JUNICELT. MANCHA
	ROWENA L. PIZARRAS
	BRENDALOU D. ARANCANA
	BERNADITO TAGUISA
3 <sup>RD</sup> DAY	ROSALIE TAMBIS
3 <sup>RD</sup> DAY	JULIE ANN KRISTIE REDILLAS