



Republic of the Philippines  
**Department of Education**  
REGION XII  
DIVISION OF SULTAN KUDARAT

RELEASED

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November 6, 2024

Division MEMORANDUM  
OSDS-AO No. **192** s. 2024

Nº

**2024 YEAR-END PERFORMANCE REVIEW CUM SEMINAR  
ON MENTAL HEALTH CUM TEAM BUILDING ACTIVITY  
OF ADMINISTRATIVE OFFICERS (AOs) II**

To: Assistant Schools Division Superintendent  
Administrative Officer V  
Elementary and Secondary School Heads  
Administrative Officers II  
All others concerned  
This Division

1. This is to inform the field that DepEd-Division of Sultan Kudarat will conduct a Year-end Performance Review of Administrative Officers (AO) II on **December 11-13, 2024**. The venue will be announced through a separate issuance after determining the winning bidder during the procurement process.
2. This activity aims to:
  - a. evaluate accomplishments and measure performance of AOs II;
  - b. identify areas for growth and development in Administrative functions; and
  - c. foster continuous improvement through enhanced operational efficiency and service delivery.
3. The participants in this activity are the school-based Administrative Officers II and selected division personnel and officials.
4. The registration fee of **Php 3,000.00** (accommodation and training kits) and travelling expenses of the AOs II shall be chargeable against school MOOE or other local funds. While the meals and other expenses shall be chargeable against Division MOOE subject to the regular budgeting, accounting, and auditing rules and regulations.
5. For queries and clarifications, all concerned may contact **MR. MELVIN P. FORTUNA**, Administrative Officer V at 0916-180-8840.
6. Immediate dissemination of this Memorandum is directed.

**CRISPIN A. SOLIVEN JR., CESE**  
Schools Division Superintendent

Encl/s.: None

References: None

To be indicated in the Perpetual Index under the following subjects:

**AOII      MENTAL HEALTH      PERFORMANCE REVIEW      TEAM BUILDING**

MPF/OSDS-AO/DM 2024 Year-end Performance Review cum Seminar on Mental Health cum Team Building Activity of Administrative Officers (AOs) II/November 6, 2024



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