Republic of the Philippines

Department of Education

REGION XII
DIVISION OF SULTAN KUDARAT

Serense Number 2024 727 Daro DEC 10 2024 1me 2:85 By

December 16, 2024

DIVISION MEMORANDUM OSDS NO. 2024

CONDUCT OF THE 2024 YEAR-END PERFORMANCE REVIEW AND TEAM BUILDING ACTIVITY OF THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)

To: Assistant Schools Division Superintendent Chiefs of the Functional Divisions Unit and Section Heads This Division

- 1. The Department of Education, Division of Sultan Kudarat, shall conduct the 2024 Year-end Performance Review and Team Building Activity of the Office of the Schools Division Superintendent (OSDS) on December 19-20, 2024 at Punta Isla Lake Resort, Lake Sebu South Cotabato.
- 2. This activity aims to:
 - a. assess how well employees have met their job expectations and contributed to the organization's goal;
 - b. foster a feedback culture; and
 - c. enhance collaboration, communication, and overall team effectiveness within an organization.
- 3. The participants for this activity are the OSDS personnel.
- 4. Participants are entitled to a One (1) day Compensatory Overtime Credit (COC) on December 19, 2024, subject to existing rules and regulations, specifically CSC and DBM Joint Circular No. 2, s. 2004 re: Non-monetary Remuneration for Overtime Services Rendered.
- 5. Expenses incurred to this activity shall be charged against Division MOOE or other local funds subject to the usual budgeting, accounting, and auditing rules and regulations. Participants are expected to arrive at the venue at 8:00 a.m. The first meal to be served is a.m. snacks on December 19, 2024, and the last meal is P.M. snacks on December 20, 2024.
- 6. For queries and clarifications, all concerned may contact **MELVIN P. FORTUNA**, Administrative Officer V through 0916-180-8840.

MPF/OSDS-AO/DM-Conduct of the 2024 Year-end Performance Review and Team Building activity of the Office of the Schools Superintendent (OSDS)/December 16, 2024







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7. Widest dissemination of this Memorandum is desired.

By the authority of the Schools Division Seperintendent

MELVIN J. PRTUNA

Implication of Control of Control

Officer in Charge

CRISPIN A. SOLIVEN JR., CESE Schools Division Superintendent

Encl/s.: None References: None

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

PERFORMANCE REVIEW

OSDS

TEAM BUILDING YEAR-END

MPF/OSDS-AO/DM-Conduct of the 2024 Year-end Performance Review and Team Building activity of the Office of the Schools Superintendent (OSDS)/December 16, 2024







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