



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

Division Memorandum

No. *180* s, 2021

TO: **ALL CONCERNED**

DATE: February 16, 2021

**ADDENDUM TO DM # 92 S. 2021 RE RECONSTITUTING THE
COMPOSITION OF THE DIVISION PERFORMANCE MANAGEMENT TEAM**

To ensure that all Performance Management documents and activities are recorded and kept, the following shall be done by each functional division (CID & SGOD), section (Administrative and Finance), and school:

1. Assign their respective Performance Management secretariat.
2. Orient them on their roles and responsibilities such as but not limited to:
 - a. Keep record of minutes of meeting and activities on Performance Management of their respective division/section.
 - b. Maintain databased of all Performance Management documents and timeliness of submission in their respective division/section.

Immediate and wide dissemination of this Memorandum is desired.

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