



Republic of the Philippines
Department of Education
Region X
DIVISION OF EL SALVADOR CITY
Zone 3, Poblacion, El Salvador City



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DIVISION MEMORANDUM

No. 340, s. 2018

To: Chiefs of CID and SGOD
All Education Program Supervisors
All Public Elementary and Secondary School Heads
Administrative Officer V
Planning Officer III
Accountant III
Medical Officer III
EPS II, HRD
EPS II, Soc. Mob.
This Division

From: **JESNAR DEMS S. TORRES, Ph.D., CESE**
OIC, Schools Division Superintendent

Subject: Addendum and Change of Venue of Midyear Performance Review and Evaluation for School Heads

Date: October 29, 2018

1. In reference to Division Memorandum No. 339, s. 2018 Re: **Midyear Performance Review and Evaluation for School Heads**, you are hereby informed of the following change and addendum:
 - a. venue of said activity will be at Cogon National High School, Cogon, El Salvador City instead of Learning Resource Center of El Salvador City Central School;
 - b. IT Officer is directed to join said activity to look into the utilization of ICT Laboratory as required in KRA2 (Learning and Environment), Objective 2.6 which is to lead in the utilization of the facilities in school to improve the teaching-learning process; and
 - c. all participants are requested to bring their own provisions.
2. Other stipulations in said memorandum are still in effect.
3. Immediate dissemination of this memorandum is desired.