



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

DIVISION MEMORANDUM

NO. 275, s. 2022

To: **OIC Assistant Schools Division Superintendent**
CID Chief & Personnel
SGOD Chief & Personnel
OSDS Section Heads & Personnel
All Others Concerned

For the Schools Division Superintendent:

From: **ROSALIO B. CONTURNO JR., PhD**
OIC-Assistaht Schools Division Superintendent ✓
Officer-in-Charge, Office of the Schools Division Superintendent

Subject: **CONDUCT OF SEMINAR ON EXCEL CHARTING FOR NON-TEACHING PERSONNEL CUM DIVISION MID-YEAR PERFORMANCE REVIEW**

Date: July 8, 2022

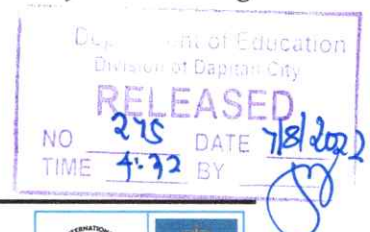
The Schools Division Office of Dapitan City will be conducting a **Seminar on Excel Charting for Non-Teaching Personnel cum Division Mid-Year Performance Review** on July 14, 2022, 08:30a.m. to 5:00p.m. at the Division Function Hall.

These activities aim to capacitate the SDO personnel on the use of Microsoft Excel Charting to effectively communicate data graphically which is useful in analyzing data and performance review and monitoring. Additionally, this is purposed at obtaining information on the status on the implementation of the programs, activities, and projects (PAPs) vis-à-vis the targets as reflected in the Office and Individual Performance Commitment and Review Form (OPCRF/IPCRF) for CY 2022 for the recalibration of objectives, coaching, feedback, and appropriate interventions, if any.

Participants to this activity are the Top Management, Division Chiefs, Section Heads and all SDO personnel.

Meals and snacks of the participants and other expenses which may be incurred in the conduct of this activity shall be charged against the SDO - MOOE / HRD Funds subject to existing accounting and auditing rules and regulations.

Immediate and widest dissemination of this Memorandum is desired.



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