



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

November 29, 2021

**DIVISION MEMORANDUM**

No. 261, s. 2021

**YEAR-END PERFORMANCE REVIEW CUM PROGRAM IMPLEMENTATION  
REVIEW (PIR)**

To: Assistant Schools Division Superintendent  
Chiefs, SGOD/CID  
Section/Unit Heads  
All others concerned

1. As an annual activity of the Schools Division Office to evaluate the performance of all employees including the implementation of all programs and projects carried out for the year, this office shall conduct the Year-End Performance Review Cum PIR on Dec. 16 and 17, 2021 at the Conference Hall to be managed face-to-face in two (2) batches. Below is the scheduling and composition of SDO personnel to attend the aforementioned activity.

Batch I – December 16, 2021

- SDS
- AO Office
- AO FIELD
- ICT
- RECORDS
- JO
- ADASS
- SGOD

Batch II – December 17, 2021

- ASDS
- PERSONNEL
- SUPPLY
- LEGAL
- CASHIER
- BUDGET
- CASUAL
- ACCOUNTING
- CID



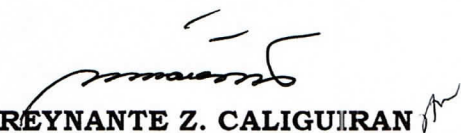
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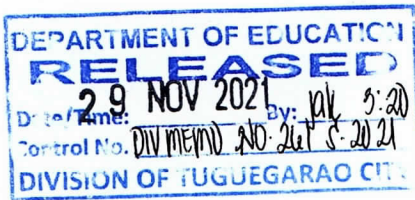
Cum PIR shall be changed against the Division MOOE fund following the usual accounting and auditing procedures.

3. For information and widest dissemination.

  
**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
Officer – In – Charge  
Office of the Schools Division Superintendent





SGOD/gmd

Sgod-1136



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