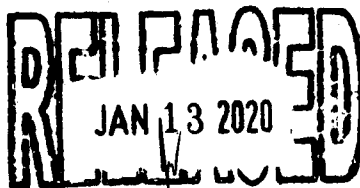


Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



January 13, 2020

DEPED-CAR

ADVISORY

ADDENDUM TO REGIONAL MEMORANDUM NO. 17, s. 2020 on the CONDUCT OF 2019 PERFORMANCE EVALUATION AND 2020 COMMITMENT Cum MANCOM

**TO: Schools Division Superintendents
Chiefs of Functional Divisions, PMT Members
All others concerned**

1. The venue of the 2019 Performance Evaluation and 2020 Commitment Cum MANCOM scheduled on January 21 – 24, 2020 is at Sea of Dreams, Caba, La Union.
2. Attached is Enclosure 2, Activity matrix, and Enclosure 3, Terms of Reference on the different Committees and Members during presentations for your perusal.
2. Immediate and widest dissemination to this memorandum is directed.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

HRDD / D. Tarnate

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434

TRAINING DESIGN FOR THE 2019 PERFORMANCE EVALUATION AND 2020 COMMITMENT Cum MANCOM

Terminal Objective: After this three – day activity, all participants shall be able to:

1. Evaluate how well each manager/leader's supervisory and leadership capabilities towards the attainment of the agency's goals.
2. Determine the performance and accomplishments made by each SDO and Functional Division Chief.
3. Provide feedback for continuous improvement.
4. Craft OPCRF for CY 2020.
5. Strengthen social skills and peer relationship among the men and women employees.

Day 0: January 21, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
12:00 – 1:30		Arrival and Registration of Participants				
1:31 – 1:45		Opening Program and Statement of Purpose				
1:46 – 3:30	Our Accomplishments towards the attainment of our agency's goals ***Draw Lots of SDSs	For the SDSs to present their Division's performance and accomplishments for CY 2019 for evaluation	Presentation/Sharin g Discussion	Evaluated performance and achievements of SDSs	Aida L. Payang	
3:31 – 3:45		Health Break				
3:46 – 4:00	Strengthening our relationship through Team Building Activities	For the participants to enhance their communication strengthening their relationship towards others	Games/ Sharing	Enhanced/ strengthened relationship towards others	HRDD	
4:01 – 6:00	Continuation..... Our Accomplishments towards the attainment of our agency's goals	For the SDSs to present their performance and accomplishments for CY 2019 for evaluation	Presentation/Sharin g Discussion	Evaluated performance and achievements of SDSs	Aida L. Payang	

Day 1: January 22, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30	MOL					
8:31 – 10:00	Our Commitment: "A change brought about by extraordinary things.	For the SDSs to present their crafted 2020 Office's Performance Commitment for comment/suggestions	Presentation/ Sharing Discussion	Crafted 2020 Office Performance Commitment	Pio D. Ecuán	
10:01 – 10:15	Health Break					
10:15 – 10:30	Strengthening our relationship through Team Building Activities	For the participants to enhance their communication strengthening their relationship towards others	Games/ Sharing	Enhanced/ strengthened relationship towards others	HRDD	
10:31 – 12:00	Continuation...	-		-	-	
12:01 – 1:00	Lunch Break					
1:01 – 3:15	MANCOM: Management Committee Meeting					
3:46 – 4:00	Health Break					
4:01 – 6:00	Continuation...	-	-	-	-	-

Day 2: January 23, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30			MOL			
8:31 – 10:00	Our Accomplishments towards the attainment of our agency's goals ***Draw Lots of FD Chiefs	For the Functional Division Chiefs to present their Division's performance and accomplishments for CY 2019 for evaluation	Presentation/Sharin g Discussion	Evaluated performance and achievements of Functional Divisions	Aida L. Payang	
10:01 – 10:15			Health Break			
10:16 – 10:30	Continuation...	-	-	-	-	-
12:01 – 1:00			Lunch Break			
1:01 – 3:15	Our Commitment: "A change brought about by extraordinary things.." 1. Admin 2. ESSD 3. FTAD 4. Finance	For each Functional Divisions to present their crafted 2020 Office Performance Commitment for comment/suggestions	Presentation/ Sharing Discussion	Crafted 2020 Office Performance Commitment	Pio D. Ecuano	
3:16 – 6:00	5. CLMD 6. HRDD 7. PPRD 8. QAD	-	-	-	-	

Day 3: January 24, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 -- 8:30			MOL			
8:31 -- 10:00	Continuation.... Other Matters	-	-	-	-	-
10:01 -- 10:15			Health Break			
10:16 -- 11:30	Finalization of 2020 Office Performance Commitment	For Functional Divisions to finalize their 2020 Office Performance Commitment ready for submission	Workshop	Finalized 2020 Office Performance Commitment		
11:31 -- 12:00						
12:01 -- 1:00						
1:01 onwards						

Closing Program and Ways Forward

Lunch Break

Home Sweet Home

Enclosure 3 to RM 017.2020

Committees	Terms of Reference	Members
Registration, Attendance, Opening Program and Team Building Activities	Handles the registration and attendance for the activity Prepares opening program and team building activities	Chairperson: HRDD c/o Jennifer P. Ande
Facilitators	Facilitates the smooth conduct of the activity	Aida L. Payang Pio D. Ecuán
Process Observers	Take down important notes/highlights of each SDSs presentation Report/Give summary of each presentation	Chairperson: Florante E. Vergara Members: Atty. Sebastian G. Tayaban Carmel F. Meris
Timers	Ensure that time is followed during each presentation Give time signal to each presenter	HRDD
Meals	Ensures that all meals are served on time and in sufficient quantities Ensures that all participants are well served	Margie B. Gardingan Emmanuela M. Gabol

Notes:

Each presenter is given a total of 30 minutes broken down into:

- a. 15 minutes presentation
- b. 3 – 5 minutes summary of observations (Chairperson on Process Observers will give the summary)
- c. 10 minutes feedback