



050522-044

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 MAY 2022

DIVISION MEMORANDUM
No. 293 s. 2022

**CONDUCT OF SELF-ASSESSMENT (STAGES OF SKILL ACQUISITION) ON THE
DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS,
STATIONED IN SCHOOLS**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With **DepEd Order 040, s. 2020**, *Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the Covid-19 Pandemic*, in support of **DepEd Order No. 2, s. 2015**, *Guidelines on the Establishment and Implementation of the Results-Based Performance Management System (RPMS)*, a self-assessment of Administrative Officers, stationed in schools, shall be conducted online, on **May 11, 2022**, right after the orientation about the survey, at 8:30 P.M. Link will be shared a day before the activity.
2. The survey aims to assess gaps and needs of the AO II, in relation to their duties and functions, for possible interventions.
3. Attached is Enclosure 1 – List of Attendees.
4. Widest dissemination and strict compliance of this Memorandum is desired.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 

Reference:

DepEd Order 040, s. 2020
DepEd Order No. 2, s. 2015

To be indicated in the Perpetual Index under the following subjects:
Human Resource Management
Employee Welfare Development



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Enclosure 1

LIST OF ATTENDEES

1. JOY LIWAYWAY O. AGUILA
2. DONNABELLE F. CAAGBAY
3. CLEOTILDE L. CABRIGA
4. DESIREE CARLA M. CRUZ
5. JEANETTE F. EVANGELISTA
6. CURT LESTER H. LAVADO
7. LOVEDAY ALYSSA O. OABEL
8. KAYDEEN MICKA T. OVAL
9. MARIA ELIZABETH S. PASTRANA
10. CLARIBEL C. RADA
11. JERICK C. REYES
12. BEATRICE B. SALAZAR
13. APRIL JEAN V. SONGCAYA
14. FEREX O. ZAFRANCO
15. JOSELITO ANARETA



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>