



Republic of the Philippines  
**Department of Education**  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

December 15, 2025

**DIVISION MEMORANDUM**

NO. 625, s. 2025

TO: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Unit/Section Heads  
Non-teaching Personnel  
All Others Concerned

**YEAR-END ASSESSMENT AND PERFORMANCE REVIEW FOR FY 2025**

1. The Year-End Assessment and Performance Review is an annual activity that provides opportunity to evaluate the accomplishments and the overall progress of each office/unit. This allows the personnel to assess their performance for the entire year and plan for better performance in the coming years. This shall be conducted on **December 19, 2025 at the Division Conference Hall.**

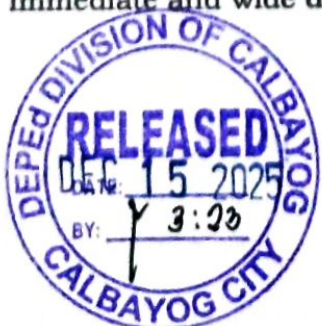
2. This activity aims to (a) identify strengths, gaps, and areas for improvement in the implementation of DepEd programs and projects, (b) recognize the significant and outstanding contributions of each personnel, (c) develop strategies and actions that will enhance the overall productivity of the SDO Calbayog.


3. As part of recognizing the significant contributions of all the personnel and offices/units, there will be a year-end gathering to commence at **1:00 pm** of the same day.

4. Each functional division shall prepare an **intermission number** and shall have the following color motifs:

- CID - Blue
- SGOD - Red
- OSDS - Yellow

5. Immediate and wide dissemination of this Memorandum are desired.



  
**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
Schools Division Superintendent

