



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. **05-143**s, 2026

To: Assistant Schools Division Superintendent
OSDS Personnel
CID Chief and Personnel
SGOD Chief and Personnel

**MID-YEAR PERFORMANCE REVIEW AND CAPACITY BUILDING ON WELLNESS,
RESILIENCE, AND PERFORMANCE ENHANCEMENT OF DIVISION OFFICE
PERSONNEL**

1. This office hereby informs the field and all concerned personnel of the conduct of the Mid-Year Performance Review and Capacity Building on Wellness, Resilience, and Performance Enhancement for Division Office Personnel on June 2-3, 2026, at Socorro, Surigao del Norte.
2. This activity aims to enhance performance, wellness, and resilience by effectively utilizing the results of the Mid-Year Performance Review to improve work outputs, strengthen accountability, and support continuous improvement in the delivery of division-level functions and services.
3. The list of the Program Management Team (PMT), including their Terms of Reference and other important details, is enclosed. All participants are likewise required to register online through the following link:
<https://forms.office.com/r/E416hQdLkR>.
4. Accommodation and all other expenses relative to the conduct of this activity shall be charged against the Division MOOE/GAD Fund, subject to existing accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is hereby directed.

MANUEL O. CABERTE
Schools Division Superintendent

Encl: None

Reference: None

To be indicated in the Perpetual Index under the following subjects:

HRD PAPs WELLNESS

SGOD/fdtesioniarna
05/13/26



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Enclosure 1 Program Management Team

Committee	Persons Responsible	Duties and Responsibilities
Overall Chairperson	Manuel O. Caberte- Schools Division Superintendent	Provides overall supervision and direction in the planning and implementation of the activity; ensures that objectives are achieved.
Co-Chairperson	Roel T. Diamnate- Assistant Schools Division Superintendent / Malou S. Omosay- Administrative Officer V	Assists the Chairperson and oversees the overall coordination of all committees and program concerns.
Documenter	Ferosana D. Tesiorna Lowela B. Espanto	Prepares all the necessary documents (Proposal package, Certificates of Appearance and Certificates of Participation etc..)for the conduct of the activity
Secretariat Committee	Rochelle Boncaros	Prepares the attendance sheets, and facilitates registration and administrative support.
Program Committee	Christine Dulguime Glenda R. Dadap Reggy Asupre Catherine B. Landao Dewani Pontivedra	Prepares the Wellness and Resilience Activities
Performance Review	Harem L. Taruc Gemna G.Pobe	Initiate the Performance Review of the functional division personnel
Finance and Budget Committee	Carlo Borres G. Oraliza- Louela Villegas Maricris O. Sulapas Genesis Arcular	Manages financial requirements, disbursement, liquidation, and other financial transactions subject to existing accounting and auditing rules.
Food and Accommodation Committee	Francis Albert C. Golo	Coordinates meals, snacks, accommodation arrangements, and participant check-in/check-out concerns.
Logistics and Supplies Committee	Francis Albert C. Golo	Ensures availability of training materials, equipment, venue requirements, and other logistical needs.



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Committee	Persons Responsible	Duties and Responsibilities
Technical and ICT Committee	Jhon Eric Jabines Orkhien Nohara	Handles sound system, presentation materials, internet connectivity, multimedia requirements, and technical assistance during sessions.
Health, Safety, and Wellness Committee	Medical Officer / Nurse / DRRM Coordinator	Ensures compliance with health and safety protocols and facilitates wellness-related concerns and emergency response measures.
Documentation and Photo Coverage Committee	Nathaniel Congreso Neni Dumanjug	Documents the activity through photos, videos, highlights, and preparation of post-activity reports.
Monitoring and Evaluation Committee	Aquino Garcia Lowyn E. Gubaton	Facilitates evaluation activities, consolidates feedback, and prepares recommendations for continuous improvement.

Terms of Reference

The Program Management Team (PMT) shall:

1. Plan, coordinate, and manage all preparatory and implementation activities related to the conduct of the program;
2. Ensure efficient delivery of administrative, technical, financial, and logistical requirements;
3. Monitor the flow of activities and immediately address issues and concerns that may arise during the conduct of the program;
4. Maintain proper documentation and submission of required reports and liquidation documents;
5. Ensure participants' welfare, safety, and overall engagement throughout the activity; and
6. Submit a consolidated terminal report with recommendations after the completion of the activity.



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Enclosure 2 : ACTIVITY MATRIX

Day 1

Time	Activity	Person/s Responsible
8:30 AM – 9:00 AM	Opening Program	Personnel Section
9:00 AM – 10:00 AM	Activity Overview and House Rules	PMT
10:00 AM – 10:15 AM	Health Break	Food Committee
10:15 AM – 12:00 NN	Mid-Year Performance Review Presentation	Unit/Office Heads
12:00 NN – 1:00 PM	Lunch Break	Food Committee
1:00 PM – 2:30 PM	Workshop on Performance Enhancement	Facilitators
2:30 PM – 3:00 PM	Workshop Output Presentation	Participants
3:00 PM – 3:15 PM	Health Break	Food Committee
3:15 PM – 5:00 PM	Wellness and Resilience Session	Program Committee
5:00 PM onwards	Fellowship / Dinner	PMT

Day 2

Time	Activity	Person/s Responsible
8:30 AM – 9:00 AM	Morning Energizer	Program Committee
9:00 AM – 10:30 AM	Wellness/Resilience Activities	Program Committee
10:30 AM – 10:45 AM	Health Break	Food Committee
10:45 AM – 12:00 NN	Wellness/Resilience Activities	Program Committee
12:00 NN – 1:00 PM	Lunch Break	Food Committee
1:00 PM – 2:30 PM	Wellness Activity / Mental Health Session	Resource Speaker / Wellness Committee
2:30 PM – 3:30 PM	Closing Program	
3:30 PM	HOME SWEET HOME	