



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong

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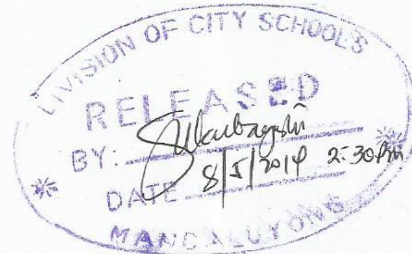


4 August 2014


MEMORANDUM

To : Assistant Schools Division Superintendent
Education Program/District Supervisors
Elementary and Secondary School Principals
Division Personnel

Subject: SUBMISSION OF PERFORMANCE APPRAISAL FOR FIRST SEMESTER
(January-June 2014)



1. All personnel are required to submit their performance appraisal form for 1st Semester (January to June 2014) on or before **31 August 2014**, except for those who lodged their applications for the newly created positions under the Rationalized Staffing Pattern. These concerned personnel are expected to submit their PAS forms on or before **August 22, 2014**.
2. The performance rating for 1st semester of CY 2014 will be used as basis for the criterion PERFORMANCE, together with the performance ratings for CY 2013 (1st and 2nd Semesters).
3. All performance appraisal forms are to be submitted to Ms. Menchie Kubayashi, Records Officer.
4. For your information and compliance.


EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent