Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
DIVISION OF SULTAN KUDARAT

DEPARTMENT OF EDUCATION
DIVISION OF SULTAN KUDARAT
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DIVISION MEMORANDUM
OSDS-AO No. 251, s. 2026

2026 YEAR-END PERFORMANCE REVIEW AND CAPACITY BUILDING OF THE ADMINISTRATIVE OFFICERS (AOs) II

TO: OIC-Assistant Schools Division Superintendent
Administrative Officer V
Elementary and Secondary School Heads
Administrative Officers II
This Division

1. This office announces the conduct of the **2026 Year-end Performance Review and Capacity Building of the Administrative Officers (AOs) II** on December 14-16, 2026 at Sultan Kudarat Sports Complex, Isulan, Sultan Kudarat.

2. This activity aims to evaluate individual and team performance, enhance competence and efficiency, and promote accountability and continuous improvement.

3. The participants in this activity are the school-based AOsII, personnel of the Administrative Services Section, and selected Division Office Personnel.

4. A Php 3,500.00 registration fee shall be collected on or before **December 1, 2026,** to cover various expenses for the activity. Attendance in the said activity is **mandatory** for all Administrative Officers II.

5. Daily travelling expenses, meals, accommodation, and incidental expenses of the participants shall be charged against school MOOE subject to the usual accounting, budgeting, and auditing rules and regulations.

6. For queries and clarifications, all concerned may contact **MELVIN P. FORTUNA**, Administrative Officer V through 0916-180-8840 or email at *melvin.fortuna@deped.gov.ph*

7. Immediate and widest dissemination of this Memorandum is directed.

ROBERTO J. MONTERO, CESO V
Schools Division Superintendent

Enclosure: *None*
References: *None*
To be indicated in the Perpetual Index under the following subjects:

AOII **CAPACITY BUILDING** **PERFORMANCE REVIEW**

MPF/OSDS-AO/2026 Year-end Performance Review and Capacity Building of the Administrative Officers II/ November 17, 2026

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