



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

September 1, 2025

OFFICE MEMORANDUM

PRS-2025- 22

SUBMISSION of 2026 WORK AND FINANCIAL PLANS

To : Assistant Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Unit/Section Heads
All Others Concerned

1. In adherence to DepEd Order No. 11, s. 2021, titled "Guidelines on the Operationalization of the Program Management Information System," this Office reminds the three (3) functional divisions on the submission of the 2026 Work and Financial Plans in the Program Management System (PMIS) **on or before the end of September 2025.**
2. In view of the above-mentioned, the Schools Governance and Operations Division (SGOD) through the Planning and Research Section (PRS), shall conduct technical assistance on the crafting of the WFP on **September 5, 2025, 9:00 in the morning at SDO Conference Hall, Calbayog City.**
3. For the participants to this activity, please see **Enclosure 1.**
4. All participants are requested to bring their laptops.
5. No registrations fees shall be collected in the conduct of this activity. Participants may provide their own meals and snacks.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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

For the Schools Division Superintendent:

GRACE S. PAGUNSAN
Administrative Officer V
Office In-Charge

Enclosure: As stated
Reference: As stated

SO # 062 S. 2025

To be indicated in the Perpetual Index under the following subjects:
BUDGET PLAN PPA



Enclosure No. 1 of Office Memorandum PRS-2025- _____

Technical Assistance on the Crafting of the Work Financial Plans (WFPs)
September 5, 2025

LIST OF PARTICIPANTS

NAME	POSITION/DESIGNATION
Office of the Schools Division Superintendent (OSDS)	
1. Grace S. Pagunsan	Administrative Officer V
2. Sunshine Marjorie E. Ventures	Budget Officer III
3. Gary H. Ballon	ITO I
4. Jennifer C. Alvarez	AO II/HR Officer Designate
5. Atty. Rhea P. Aguado	Legal Officer
6. Suzette Candaza	Cashier
7. Gennerson T. Nabual	AOIV-Supply Officer
8. Shiela Marie M. Cano	PMIS Focal Person-OSDS
9. Maria Angela B. Antonio	AO IV-Records
Curriculum Implementation Division (CID)	
10. Dr. Renato S. Cagomoc	Chief Education Supervisor, CID
11. Arnold M. Jaraba	EPS I-EPP/TLE
12. Mercedita S. Garcia	EPS I-MAPEH
13. Ricky S. Cano	EPS I-ALS
14. Joshua Sherwin T. Lim	EPS I-Mathematics
15. Dr. Lourdes L. Matan	EPS I-Filipino
16. Dr. Joy B. Saldaña	EPS I-Science
17. Noel E. Sagayap	EPS I-LRMDS
18. Dr. Nelson R. Bello	EPS I-EsP/Values/Guidance
19. Dr. Erwin L. Purcia	EPS I-English
20. Dr. Geraldine P. Sumbise	ADM/NLC Focal Person
21. Rina M. Aboganda	EPS II-ALS/PMIS Focal Person
22. Beverly C. Longcop	Librarian
School Governance and Operations Division	
23. Dr. Avelina P. Tupa	OIC-Chief Education Supervisor, SGOD
24. Dr. Arlene C. Catalan	Medical Officer III
25. Carren Meryl A. Cabadsan	SEPS-SMN
26. Oscar D. Billate, Jr.	SEPS-SMM&E
27. Marita P. Senolos	SEPS-HRD
28. Jordan B. De Veyra	Engineer III
29. Galina V. Panela	SEPS-P&R/ TWG Member
30. Ma. Marlie M. Mendoza	Planning Officer III/ TWG Member
31. Eric R. Doroja	PDO II/DRRM Coordinator
32. Asther E. Bachar	EPS II-SMM&E/PMIS Focal Person
33. Marian C. Advincula	PDO I-LFC
34. Joanna Lou V. Portura	PDO I-LFC
35. Peter John Tomale	COS-Sports