



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

January 8, 2026

DIVISION MEMORANDUM

No. 010, s. 2026

**UPDATES ON THE NEW SCHEDULE OF Q4 DIVISION PROGRAM
IMPLEMENTATION REVIEW**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Section Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby issues updates to **Division Memorandum No. 472, s. 2025**, titled "*Schedules of Q3 and Q4 Division Performance Implementation Review (PIR)*", in view of the development on the newly issued **Regional Performance Implementation Review (PIR) schedules**, which necessitate adjustments at the division level.
2. The **live-in Quarter 4 (Q4) Division Performance Implementation Review (PIR)** is hereby **reset and rescheduled** to **January 13–14, 2026**, to be conducted at **Mondejares Puertes Beach Resort**. This adjustment ensures alignment with the updated regional timelines and allows for adequate preparation and participation of concerned personnel.
3. The identified participants (pax) for the activity are specified in Attachment 1 of this Memorandum. Moreover, they are hereby advised to bring their laptops, as the completed work of the staff shall be reviewed, validated, and utilized on the first day of the activity to facilitate efficient discussions and data consolidation. Further, the matrix of the activity is indicated in Attachment 2.
4. Concomitantly, school heads are directed to comply with the quarterly progress reporting through the **division-initiated quarterly monitoring tool for schools** for **Quarter 1 (Q1) and Quarter 2 (Q2) of the Academic Year** which will be used as pre requisite data requirement for the DPIR. All concerned schools may access the said monitoring tool through the official link:

bit.ly/SPIRMonitoringTool

5. This memorandum shall **serve as the official Travel Order** of the **identified participants**, subject to the submission of the required supporting documents in accordance with existing rules and regulations.
6. Expenses to be incurred relative to the conduct of the activity shall be **charged against the Human Resource Development (HRD) funds**, subject to the **usual accounting and auditing rules and regulations**.
7. All other provisions of **Division Memorandum No. 472, s. 2025** which are not affected by this corrigendum shall **remain valid and in force**.
8. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

for: *Phen P. Am*
MARGARITO A. CADAYONA JR. PhD, CESO VI

Schools Division Superintendent *for*

S.O. # 09 S. 2026

JAN 09 2026



Enclosure: *None*

To be indicated in the *Perpetual Index Under* the following subjects:

SGOD

SMME

DPIR

Attachment 1 p. 1 of 1: List of Participants

LIST OF PARTICIPANTS

| NAME | | POSITION/DESIGNATION | NAME | | POSITION/DESIGNATION |
|---|--|---|--|-----------------------------------|----------------------------------|
| Office of the Schools Division Superintendent | | | Office of Curriculum Implementation Division | | |
| 1 | Dr. Margarito A. Cadayona Jr., CESO VI | Schools Division Superintendent | 28 | Dr. Renato S. Cagomoc | Chief Education Supervisor - CID |
| 2 | Dr. Jun-Nilou D. Dulfo | OIC-Asst. Schools Division Superintendent | 29 | Arnold M. Jaraba | EPS-TLE |
| 3 | Grace S. Pagunsan | AO V | 30 | Mercedita S. Garcia | EPS-MAPEH |
| 4 | Sheryl Ann Marie G. Lacaba, CPA | Accountant III | 31 | Ricky S. Cano | EPS-ALS |
| 5 | Sunshine Marjorie E. Ventures | Budget Officer III | 32 | Joshua Sherwin T. Lim | EPS-Mathematics |
| 6 | Gary H. Ballon | ITO-I | 33 | Dr. Lourdes L. Matan | EPS-Filipino |
| 7 | Drixel Idol R. Ortega | ADAS III | 34 | Dr. Joy B. Saldaña | EPS-Science |
| 8 | Jennifer C. Alvarez | HRMO | 35 | Dr. Noel E. Sagayap | EPS-LR |
| 9 | Atty. Rhea P. Aguado | Legal Officer | 36 | Dr. Nelson R. Bello | EPS-Values/PMIS Focal |
| 10 | Suzette P. Candaza | Cashier | 37 | Dr. Erwin L. Purcia | EPS-English |
| 11 | Gennerson T. Nabual | Supply Officer | 38 | Corie B. Senolos | |
| 12 | Shiela Mae Cano | AO II/PMIS Focal | 39 | Dr. Josephine A. Gallardo | |
| 13 | Maria Angela B. Antonio | Records Officer | 40 | Rina M. Aboganda | EPS II/PMIS Focal |
| Office of the School Governance & Operations Division | | | 41 | Beverly C. Longcop | Librarian |
| 14 | Dr. Avelina P. Tupa | OIC-Chief Education Supervisor - SGOD | 42 | Nora G. Capetillo | PSDS, Calbayog 1 |
| 15 | Oscar D. Billate, Jr. | EPS | 43 | Alma R. Caber | PSDS, Calbayog 2 |
| 16 | Dr. Arlene C. Catalan | Medical Officer | 44 | Anabelle O. Yangzon | PSDS, Calbayog 3 |
| 17 | Carren Meryl A. Cabadsan | SEPS-SMN | 45 | Jose O. Abon | PSDS, Calbayog 4 |
| 18 | Robert Anthony F. Ygrubay | SEPS-Designate | 46 | Reynaldo T. Bernales | PSDS, Calbayog 5 |
| 19 | Marita P. Senolos | SEPS-HRD | 47 | Teresa D. Villa Noemi S. Castante | PSDS, Oquendo 1 |
| 20 | Rosalie M. Rivera | EPS-II | 48 | Benedicto M. Merales | PSDS, Oquendo 2 |
| 21 | Asther E. Bachar | EPS-II/PMIS Focal | 49 | Dr. Geraldine P. Sumbise | PSDS, Oquendo 3 |
| 22 | Galina V. Panela | SEPS-PRS | 50 | Ma. Teresa S. Simon | PSDS, Tinambacan 1 |
| 23 | Ma. Marlie M. Mendoza | Planning Officer | 51 | Elbert G. Ongcal | PSDS, Tinambacan 2 |
| 24 | Engr. Jordan B. De Veyra | Engineer III | 52 | Ester A. Siozon | PSDS, Tinambacan 3 |
| 25 | Eric R. Doroja | PDO II/DRRM Coordinator | | | |
| 26 | Marian C. Advincula | PDO I-LFC | | | |
| 27 | Joanna Lou V. Portura | PDO I-LFC | | | |

Attachment 1 p. 1 of 2: Matrix of Activities

Division Program Implementation Review (DPIR)

January 13–14, 2026

Venue: Mondejares Fuertes Beach Resort

DAY 1 – January 13, 2026

| Time | Activity | Description / Key Outputs | Responsible Office / Person |
|------------------|---|---|--------------------------------------|
| 8:00 – 8:30 AM | Registration | Arrival and registration of participants | Secretariat |
| 8:30 – 9:00 AM | Opening Program | Opening prayer, welcome message, statement of purpose | SGOD |
| 9:00 – 10:30 AM | Completed Staff Work (CSW) & Status of Program Implementation vis-à-vis PMIS – AM Session | Review and consolidation of office-level issues, accomplishments, gaps, and alignment of program status with PMIS; discussion of discrepancies and compliance | All Division Offices / SGOD M&E Team |
| 10:30 – 10:45 AM | Health Break | — | Secretariat |
| 10:45 – 12:00 NN | Completed Staff Work (Continuation) | Finalization of CSW outputs per functional unit | All Division Offices |
| 12:00 – 1:00 PM | Lunch Break | — | — |
| 1:00 – 3:00 PM | Development of Unified Division Monitoring and Evaluation Tool | Workshop on harmonizing indicators, tools, and reporting templates | SGOD – Planning & M&E |
| 3:00 – 3:15 PM | Health Break | — | Secretariat |
| 3:15 – 4:30 PM | Workshop Output Presentation | Presentation and refinement of the unified M&E tool | SGOD / TWG |
| 4:30 – 5:00 PM | Synthesis and Next Steps | Summary of agreements and action points | Assigned Facilitator |

Attachment 1 p. 2 of 2: Matrix of Activities

DAY 2 – January 14, 2026

| Time | Activity | Description / Key Outputs | Responsible Office / Person |
|------------------|--|--|------------------------------------|
| 8:00 – 8:30 AM | Recap of Day 1 | Review of previous day's outputs and agreements | Secretariat |
| 8:30 – 10:30 AM | Presentation of Q4 Accomplishments | Presentation of consolidated CY 2025 Q4 accomplishments | SMME |
| 10:30 – 10:45 AM | Health Break | — | Secretariat |
| 10:45 – 12:00 NN | Consolidation of Q4 Accomplishment Findings Closing Program | Identification of key accomplishments, gaps, and recommendations | SMME |
| 12:00 – 1:00 PM | Lunch Break | — | — |