



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

OFFICE MEMORANDUM

No. 003 s. 2026

TO: DR. JUN NILOU D. DULFO
DR. RENATO S. CAGOMOC
DR. AVELINA P. TUPA
GRACE S. PAGUNSAN
SHERYLL ANN MARIE G. LACABA CPA
SUNSHINE MARJORIE E. VENTURES
ATTY. RHEA P. AGUADO
GARY H. BALLON

ASDS, (DQMT Team Leader)
CID Chief
SGOD Chief
SDO Administrative Officer
SDO Accountant
SDO Budget Officer
SDO Legal Officer
SDO IT Officer

FROM: MARGARITO A. CADAYONA JR. PhD CESO VI
Schools Division Superintendent

DATE: January 6, 2026

SUBJECT: PRESENTATION OF 2026 WFP MONITORING AND EVALUATION PLAN (M&E Plan)



- Relative to DepEd Order No. 029 s. 2022, which mandates all operating units across governance levels of DepEd (national, regional, schools division, and school levels), and for the implementation of Office Memorandum No. 063 s. 2025 (Preparation of the 2026 Monitoring and Evaluation Plan based on the 2026 DEDP Work and Financial Plan), the presentation of the 2026 Monitoring and Evaluation Plan (2026 M&E Plan) of each of the two (2) functional divisions and five (5) OSDS Units is scheduled on **January 15 and 16, 2026** at the SDO Conference Hall, DepEd Calbayog City Division Office, Hamorawon, Calbayog City.
- The activity aims to achieve the following:
 - ensure alignment of all programs, projects and activities (PPAs) of the two (2) functional divisions and the five (5) OSDS functional units of this Division Office with the goals and intermediate outcomes outlined in the 2026 Division Education Development Plan;
 - ensure alignment of the 2026 Performance Commitment and Review (PCRs) with the Version 3 Compendium of Office Functions (KRAs) and the 2026 Work and Financial Plan through the specific tasks defined in the 2026 Monitoring and Evaluation Plan;
 - institutionalize a results-based M&E system to provide informed and evidence-based decision-making and policy implementation at the Division level.
- The schedule of the presentation of the 2026 M&E Plan is given below: (NOTE: **ONLY the presenter** is expected to be at the venue during the specified time of presentation.)

Date and Time	Functional Office	Presenter
January 15 8:30am – 11:00 am	Curriculum and Implementation Division	Dr. Renato S. Cagomoc
January 15 11:00am – 12:00 noon	Information and Technology Office	Gary H. Ballon



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January 15 1:30 pm – 4:00 pm	School Governance and Operation Division	Dr. Avelina P. Tupa
January 15 4:00 pm – 5:00 pm	Division Legal Office	Atty. Rhea P. Aguado
January 16 8:30am – 11:00 am	Administrative Office (Personnel, Records, Supply and Cash)	Grace S. Pagunsan
January 16 11:00am – 12:00 noon	Budget Office	Sunshine Marjorie E. Ventures
January 16 1:30pm – 2:30 pm	Accounting Office	Sheryll Ann Marie G. Lacaba CPA

4. The 2026 Office Performance Commitment and Review (OPCRs) of the two (2) functional divisions and the Individual Performance Commitment and Review (IPCRs) of the five (5) OSDS functional units together with their respective 2026 Work and Financial Plans (WFPs) shall be submitted first to the Schools Division Superintendent's Office **not later than 12:00 noon of January 14, 2026**.
5. The 2026 Monitoring and Evaluation Plan (BEMEF) shall be presented before the Schools Division Superintendent and the Assistant Schools Division Superintendent with the attendance of SEPS Galina V. Panela to act as the activity documenter.
6. The functional division chiefs and the OSDS functional unit heads who need assistance shall attend the reorientation on the M&E Plan Template (BEMEF) on January 8, 2026 from 8:30 am to 9:30 am at the SDO Conference Room, this Division Office.
7. The functional division chiefs and the OSDS functional unit heads are cordially advised to **consider the activity with utmost sincerity**. The 2026 Performance Contract of each of the functional division chiefs and OSDS unit heads shall be approved **ONLY** with the approved 2026 Monitoring and Evaluation Plan.
8. In addition, **NO fieldwork travel** shall be allowed to any personnel of the functional division or unit without the approved 2026 M&E Plan. Likewise, travel outside of the Division shall be limited **ONLY** to those mandatory and extremely necessary in nature.
9. For information, guidance and compliance.