DIVISION MEMORANDUM
PRS-2026-595

November 24, 2026

2027 AIP CRAFTING AND PRE-WORK ACTIVITY ON THE ALIGNMENT OF THE SCHOOL IMPROVEMENT PLAN (SIP) TO THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)

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

1. Relative to the preparation for the upcoming fiscal year and to ensure strategic alignment of school-level targets with regional and division priorities, this Office, through the School Governance and Operations Division (SGOD) will conduct the **Crafting of the 2027 School Annual Implementation Plan (AIP) and a Pre-Work Activity on the Alignment of the School Improvement Plan to the Division Education Development Plan on December 9–11, 2026** at a venue to be announced later.

2. Specifically, this two-day activity aims to:

- Align school-level programs, projects, and activities (PPAs) with the updated Division Education Development Plan (DEDP);
- Ensure the seamless integration of priority improvement areas into the 2027 AIP; and
- Finalize physical and financial targets for Fiscal Year 2027.

3. Participants to this **three-day workshop** are all Public Elementary and Secondary School Heads. Attendance is mandatory, and no proxies shall be allowed unless formally approved by this Office due to valid reasons.

4. A registration fee of **Four Thousand, Eight Hundred Pesos (Php 4,800.00)** shall be charged to each participant to cover meals, accommodation and venue rental. Registration fees and traveling expenses shall be charged against Division/School Maintenance and Other Operating Expenses (MOOE), subject to existing accounting and auditing rules and regulations.

5. Participants are advised to bring the following documents and equipment for the workshop:

- Approved School Improvement Plan (SIP) and 2026 AIP;

- **Approved 2026 OPCRF**
- Latest School Report Card (SRC) and key performance indicators (KPIs);
- Proposed FY 2027 School MOOE budget allocation;
- Laptop and extension cord.

6. Immediate dissemination of and compliance with this Memorandum are desired.

JOEL A. ZARTIGA, PhD, CESO VI
OIC - Schools Division Superintendent

For the Schools Division Superintendent:

JOSE O. ABON
Public Schools District Supervisor
Office-In-Charge
(Per S.O. Number_____)

DEPED DIVISION OF CALBAYOG CITY
RELEASED
DATE: NOV 24 2026
BY: 5:10

Enclosure: *As Stated*
Reference: *As Stated*

To be indicated in the Perpetual Index under the following subjects:
AIP SIP DEDP

SGOD-PRS-YENG

Enclosure No. 1 of DM #_____, s. 2026

TECHNICAL ASSISTANCE ON THE UTILIZATION OF WEB-BASED SYSTEMS
December 9-11, 2026 | 8:00-5:00PM |

LIST OF PARTICIPANTS

	School ID	School Name	School Heads
Calbayog I District			
1	123991	Carayman Elementary School	Lea L. Jordan
2	123986	Caballero Elementary School	Jovie M. Bido
3	123987	Cagbanayacao Elementary School	Gerome C. Silva
4	123990	Calucnayan Elementary School	
5	123988	Cagboborac Elementary School	Rosalita G. Data
6	124002	Rizal 1 Elementary School	
7	313806	Carayman National High School	Christopher D. Salino
8	123992	Cogon Elementary School	Chona C. Valenzuela
9	124015	Higasaan Elementary School	Israel Tuzon Diaz
10	124018	Mabini I Elementary School	
11	502375	Himalandrog - Seven Hills Integrated School	Ma. Lourdes Babon
12	123996	Naga Elementary School	Cresenciano B. Llego
13	123999	Olera Elementary School	Omar D. Comonical
14	124024	Salvacion Elementary School	
15	502299	Pinamurotan Integrated School	Herman T. Verano
Calbayog II District			
1	123989	**Calbayog Pilot Central Elementary School**	Nova Sagayap Gaspan
2	500807	Bagacay Integrated School	Luz Taduyo Uy
3	124005	Cacaransan Elementary School	Julieta B. Monar
4	124007	Capoocan Elementary School	Danilo G. Mirales
5	124008	Carmen Elementary School	Norman T. Cabugawan
6	124009	Dagum Elementary School	Cynthia D. Pagatpat
7	124019	Matobato Elementary School	Dr. Bonifacio P. Pondang
8	123998	Obrero Elementary School	Leona L. Yulo
9	124023	Pagbalican Elementary School	Marian G. Cui
10	124001	Rawis Elementary School	Carmen Lourdes Magalona Tan
Calbayog III District			
1	194001	**Calbayog City SPED Center**	Dioleriano Yrigan Cacait, Jr.
2	124004	Alibaba Elementary School	Jacinto D. Refuncion Jr.
3	124026	Sinantan Elementary School	
4	313801	Calbayog City National High School	Romeo D. Castante
5			Rolando M. Lacbo
6	313803	Calbayog City Night High School	Robert F. Ygrubay
7	124036	Esperanza Elementary School	Randy A. Nable
8	123995	Langoyon Elementary School	
9	124025	San Antonio Elementary School	
10	123993	Guinbaoyan Norte Elementary School	Marcia C. Tocayon

11	123994	Guinbaoyan Sur Elementary School	Emmalyn A. Tan
12	502273	San Jose Integrated School	Maricel P. Alegria
13	124003	Tapae Elementary School	Ma. Salma L. Ortiz
14	124052	Villahermosa Elementary School	Gerardo L. Domayan
Calbayog IV District			
1	124006	Calbayog East Central School	Fernando Purcia Medrina
2	124077	Bagong Lipunan Elementary School	Maricel G. Merencillo
3	124094	Hibatang Elementary School	
4	124012	Giragaan Elementary School	Leonida A. Siago
5	124013	Guin-on Elementary School	Mary Jean P. Lim
6	124020	Maybog Elementary School	
7	124014	Hamorawon Elementary School	Myrna Jordan Resulta
8	124039	La Paz Elementary School	Billy Joe A. Castante
9	124022	Migara Elementary School	Josephine G. Magbutay
10	313802	Migara National High School	Nelca Lungsod Cababat
11	123997	Nijaga Elementary School	Crisanto T. Pacho
12	124042	Osmeña Elementary School	Dawn Marie Amameo Castante
13	124104	Palanogan Occ. Elementary School	Maria Gina G. Adizas
14	124105	Palanogan Or. Elementary School	
15	124044	Panonongon Elementary School	Marianita P. Bejasa
16	124028	Victory Elementary School	
17	502374	Patong - Happy Valley Integrated School	Felylou Colinares
18	500238	Tabawan Integrated School	Cynthia S. Tarrayo
Calbayog V District			
1	124048	**San Policarpo Central School (District Center)**	Dr. Jaime E. Sagayap, Jr.
2			Leilani Gonzales Apes
3	501935	Acedillo Integrated School	Rowena L. Oyo-a
4	124033	Bontay Elementary School	Dr. Lorna C. Ogawa
5	124041	Navarro Elementary School	
6	344634	Calbayog Arts & Design School of Eastern Visayas	Samuel Repelente
7	502305	Canjumadac Integrated School	Louie M. Termo
8	124091	Dinawacan Elementary School	Bernardo J. Tahil, Jr
9	124102	Nag-uma Elementary School	
10	124010	Gabay Elementary School	Jaysam M. Casaljay
11	124021	Maysalong Elementary School	
12	500237	Gadgaran Integrated School	Dr. Myrna E. Coso
13	124011	Gelino Elementary School	Jeffrey Porlares
14	124114	Tanval Elementary School	
15	124038	Jimautan Elementary School	Wilfredo A. Managaysay
16	124045	Roxas I Elementary School	
17	124017	Looc Elementary School	Elisa M. Cambaya
18	124049	Saputan Elementary School	
19	303651	San Policarpo National High School	Benedicto Ticong Sildo, Jr
Calbayog VI District			
1	124051	**Trinidad Central School**	Zenaida C. Saavedra
2	124030	Anislag Elementary School	Rodrigo R. Ventures, Jr.
3	501844	Basud Integrated School	Norman E. Sagayap
4	124079	Buenavista Elementary School	Malvin D. Regulacion

5	124116	Tigbe Elementary School	
6	124035	Cahumpan Elementary School	
7	194002	Cabadiangan Elementary School	Bernie J. Abing
8	124096	Jacinto Elementary School	
9	502301	Mancol Integrated School	
10	124043	Palanas Elementary School	
11	124034	Cagsalaosao Elementary School	Barbara C. Relampago
12	124084	Calilihan Elementary School	Nelson A. Managaysay
13	124092	Gasdo Elementary School	
14	124062	Kili-Kili Elementary School	
15	502297	Limarayon Integrated School	Valentino D. Galban
16	501939	Lonoy Integrated School	Rafael M. Mente
17	303653	Trinidad National High School	Wilma L. Reyes
Oquendo I District			
1	124070	**Oquendo Central School**	Nimfa S. Doroja
2	124055	Begaho Elementary School	Joey A. Catampo
3	124058	Cabugawan Primary School	Bartolome R. Doroja
4	124057	Cagbilwang Elementary School	
5	124122	Catabunan Elementary School	Wilfredo R. Tozon
6	124061	Dinagan Elementary School	
7	124098	Libertad Elementary School	Alma T. Pajarito
8	124112	Sinidman Or. Elementary School	
9	124064	Longsob Elementary School	Sara B. Demit
10	124073	Rizal II Elementary School	
11	502298	Mabini II Integrated School	Benjie A. Beduya
12	124069	Nabang Elementary School	Berly C. Manzanero
13	124111	Sinidman Occ. Elementary School	
14	303646	Oquendo National High School	Maria Luz C. Murillo
Oquendo II District			
1	124115	**Tarabucan Central School**	Lindy Lou J. Ayong
2	124076	Alang-Alang Elementary School	Jeffrey D. Llaneta
3	124108	Quezon Elementary School	
4	124078	Baja Elementary School	Dondon S. Ale
5	124099	Mag-Ubay Elementary School	
6	124080	Cabacungan Elementary School	Rhuel R. Yongotyongot
7	124090	Dinabongan Elementary School	
8	502274	Cabicahan Integrated School	Maricel Alivario Rangas
9	124082	Cag-Anahaw Elementary School	Sol T. Abad
10	124110	San Rufino Elementary School	
11	502296	Cagbayang Integrated School	Lorna T. Malto
12	124087	Capacuhan Elementary School	Nerefe B. Eclipse
13	124095	Hibuhatan Elementary School	
14	124088	Caybago Elementary School	Arnulfo L. Abellar
15	124089	De Victoria Elementary School	Monalyn G. Sarmiento
16	124109	San Isidro Elementary School	
17	124093	Hibabngan Elementary School	Merlinda D. Elbano
18	124103	Obo-ob Elementary School	
19	124113	Talahiban Elementary School	

20	502300	Lapaan Integrated School	Enrico G. Tomalon
21	303644	Mag-Ubay National High School	Ma. Rona L. De Los Reyes
22	502302	Panoypoy Integrated School	Sheryl Jean M. Garcia
23	303652	Tarabucan National High School	Carlo Doinog
Oquendo III District			
1	124072	**Pilar Elementary School**	Lope D. Locaya
2	124054	Bayo Elementary School	Josephine T. Silva
3	124056	Cabatuan Elementary School	Sonia M. Cuizon
4	124067	Mantaong Elementary School	
5	303647	Cabatuan National High School	Normel John A. Manuales
6	124059	Cag-anibong Elementary School	Elizabeth T. Domanog
7	124053	Manuel Barral Sr. Elementary School	
8	500674	Dawo Integrated School	Nicolas B. Tarrayo, Jr.
9	500239	Macatingog Integrated School	Jose Jordan Sagadal, Jr.
10	502303	Mawacat Integrated School	Maria Teresa D. Macabidang
11	124071	Panlayahan Elementary School	Kristian Aldrin B. Cruda
12	303648	Pilar National Agricultural High School	Elizabeth Balane Lumod
13	124074	Roxas II Elementary School	Jaysson A. Alilita
14	124075	Sigo Elementary School	Blesildo A. Orquin
Tinambacan I District			
1	124128	**Tinambacan Central School**	Michael V. Pernia
2	124117	Amampacang Elementary School	Maychie T. Batulat
3	124119	Bante Elementary School	Adora P. Montañez
4	124123	Danao I Elementary School	Merardo S. Comayingking
5	500748	Malajog Integrated School	Danilo S. Jadulco
6	124125	Malopalo Elementary School	Merlita C. Añora
7	124127	Marcatubig Elementary School	Eliseo A Sintos
8	303649	R. Lentejas Mem. School Of Fisheries	Emelie O. Tarrayo
9	124046	Salhag Elementary School	Janice B. Jose
10	500749	Tomaligues Integrated School	Virginia A. Millares
Tinambacan II District			
1	124141	**San Joaquin Central School**	Nieves C. Javines
2	124118	Baay Elementary School	Loridel L. Obinguar
3	124120	Bantian Elementary School	Paulete G. Ayong
4	124121	Binaliw Elementary School	Arsenio A Sintos, Jr.
5	124133	Cagnipa Elementary School	Zarrah V. Allego
6	124134	Cag-olango Elementary School	Cesil S. Collamar
7	124126	Manguino-o Elementary School	Robirth M. Ornopia
8	303650	San Joaquin National High School	Rinalyn C. Beso
9	313812	San Joaquin NHS - Manguino-o Annex School	Wilma Grenpula Aquino
Tinambacan III District			
1	124137	**Malaga Central School**	Maria Rose B. Ibajo
2	124129	Bugtong Elementary School	Normel C. Galias
3	501970	Caglanipao Sur Integrated School	Herminia S. Balanay
4	502436	Cagmanipis Norte Integrated School	Lilia S. Adel
5	124132	Cagmanipis Sur Elementary School	Alma L. Rojas
6	124135	Cangomaod Elementary School	Langie Boy C. Enriquez
7	124136	Danao II Elementary School	

8	124140	Peña II Elementary School	
9	303645	Malaga National High School	Ma. Liza T. San Pedro
10	124138	Malayog Elementary School	Maximo T. Pacho, Jr.
11	124139	Peña I Elementary School	Wenceslao B. Orbeso
12	313811	Pena I National High School	Sonia Caridad Cupla
13	124142	Tinaplacan Elementary School	Lolita M. Labian
SDO Personnel			
1		Dr. Joel A. Zartiga, CESO VI	OIC-SDS
2		Dr. Jun- Nilou D. Dulfo	ASDS
3		Dr. Renato Siso Cagomoc	Chief, CID
4		Dr. Avelina Polis Tupa	OIC-Chief, SGOD
5		Dr. Joy Burbano Saldana	EPS (Science)
6		Sunshine Marjorie Espina Ventures	Budget Officer
7		Rosalia Montano Rivera	SEPS - SMME
8		Asther Escupete Bachar	EPS II – SMME
9		Galina Verdeflor Panela	SEPS – Planning and Research
10		Ma. Marlie Mancol Mendoza	Planning Officer III
11		Joana Marie Espiña Cañelas	Secretariat

Total Number of Participants (146)
School – 135
Division Office Personnel – 10
TWG/Secretariat - 1