



Republic of the Philippines  
**Department of Education**

REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

06 January 2026

**SCHOOLS DIVISION MEMORANDUM**

No. 07, s. 2026

**FY 2025 YEAR-END PERFORMANCE REVIEW AND  
FY 2026 TARGET SETTING**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (SGOD & CID)  
All Education Program Supervisors  
All SDO Unit Heads  
All Public Elementary and Secondary Schoolheads  
All Others Concerned

1. Pursuant to DepEd Order 2, s. 2015, titled Guidelines on the Establishment and Implementation of Results-Based Performance Management System (RPMS), this Office shall conduct FY 2025 Year-end Performance Review and Target Setting for FY 2026 on January 8-9, 2026, in Baguio City.
2. This activity aims to:
  - a. determine the progress in achieving the objectives, with emphasis on the Key Result Areas (KRAs) KRA toward the realization of organizational priorities.
  - b. assess the performance of the functional divisions and schools vis-à-vis the set targets at the beginning of the performance cycle.
  - c. consolidate actual results on unit performances reflecting the work of functional divisions and schools for the Fiscal year 2025 in a journal format.
  - d. evaluate the overall performance of the Office in relation to its set targets and alignment with the 5-Point Education Reform Agenda.
3. In line with this, the respective accomplishments for FY 2025 and the targets for FY 2026 shall be presented by the Division Chiefs of CID and SGOD, the Administrative Officer V of the OSDS, and the Heads of all public elementary and secondary schools. Schoolheads presentation shall include their respective accomplishments from June – December 2025 and their targets for FY 2026. Each presentation shall have a maximum of 20 minutes, followed by a 10-minute Q&A session.



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4. Enclosed to this Memorandum are the following:
  - Enclosure No. 1: List of PMT and TWG
  - Enclosure No. 2: List of Participants
  - Enclosure No. 3: Activity Matrix
  - Enclosure No. 4: Order of Schools Presentation
  - Enclosure Mo. 5: Work Financial Plan (WFP) Template for Schools
5. This Memo serves as Authority to Travel of the Participants.
6. For clarification, you may contact the PIR Focal Person through lamberto.corpuz@deped.gov.ph or at cellphone no. 0935-631-0043.
7. For information and strict compliance.

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent 

Encl. As stated

To be indicated in the Perpetual Index

Under the following subjects:

PERFORMANCE      REVIEW

SGOD-HRDS/JPSB/Conduct of FY 2025 Year-end Performance Review  
01/January 6, 2025





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Enclosure No. 1 to the Schools Division Memorandum No. 07, s. 2026

### LIST OF PROGRAM MANAGEMENT TEAM

Consultant	JOHANNA N. GERVACIO PhD, CESO V	Schools Division Superintendent
Chairperson	RONILO E. HILARIO, CESO VI	Assitant Schools Division Superintendent
Co-Chairperson	BERNARDO A. GARGABITE EdD	Chief ES - SGOD
	LARRY B. ESPIRITU PhD	Chief ES - CID
	FHRIESSY CRUZ S. BERMUDA II	Administrative Officer IV
Members	WINNIE W. POLI	Education Program Supervisor
	MERCEDITA D. SALDERO	Education Program Supervisor
	LAMBERTO P. CORPUZ	Senior Education Program Specialist
	CYRIL S. TALUSAN	Senior Education Program Specialist
	MARIANNE C. CORONEL MD	Medical Officer III

### TECHNICAL WORKING GROUP

ASSIGNMENTS	CHAIRPERSONS
Registration and Attendance	WINNIE W. POLI EVANGELINE A. BAUTISTA RN
Tarpaulin and Programs	LAMBERTO P. CORPUZ JOEL G. DIZON
Documentation and Certificates	ENGR. MARLON V. SIMINIG JAYSON V. FLORES DMD
Foods	ROSAN E. ARISTON
Presentations and Audio Systems	CYRIL S. TALUSAN JAMES PATRICK S. BARIAS
Medical Services	MARIANNE C. CORONEL MD CHARMAINE ELJIE R. RAYOS RN



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Enclosure No. 2 to the Schools Division Memorandum No. 67, s. 2026

### LIST OF PARTICIPANTS

No.	Name	School/Office
1	Johanna N. Gervacio PhD	Office of Schools Division Superintendent
2	Ronilo E. Hilario	Office of Asst. Schools Division Superintendent
3	Sheena S. Cabardo	Office of Schools Division Superintendent
4	Jomar D. Waing	Office of Schools Division Superintendent
5	Divina V. Viloria	Office of Asst. Schools Division Superintendent
6	Jomel V. Mangawang	Accounting Unit
7	Ann Cathlyn T. Acosta	Accounting Unit
9	Jean P. Magno	Accounting Unit
10	Kristel V. Cruz	Accounting Unit
11	Jennifer P. Villoria	Accounting Unit
12	Fhriessy Cruz S. Bermuda II	Admin Unit
13	Jessica L. Sapitan	Admin Unit
14	Rick Jefferson C. Reyes	Admin Unit
15	Salvador V. Untalan	Admin Unit
16	Angelica C. Sanchez	Budget Unit
17	Rose Ann V. Armadillo	Budget Unit
18	Emalyn R. Maglanoc	Cash Unit
19	Abiel Nicole A. Elamparo	Cash Unit
20	Johann M. Tabing	ICT Unit
21	Rommel L. Corpuz	Legal Unit
22	Emma L. Leaño	Legal Unit
23	Kimberly Joy N. Tadeo	Payroll Unit
24	Jerry I. Carrido	Payroll Unit
25	Ricky G. Lucas	Payroll Unit
26	Stella Marie C. Dumale	Personnel Unit



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26	Rocel C. De Guzman	Personnel Unit
27	Francis V. Mangawang	Personnel Unit
28	Abigail M. Yarcia	Personnel Unit
29	Shirley A. Pascual	Procurement Unit
30	Alvin B. Ramirez	Procurement Unit
31	Aaron S. Sobrevilla	Records Unit
32	Jimmy C. Guevarra	Records Unit
33	Carizaldy P. Pagay	Supply Unit
34	Larry B. Espiritu PhD	Curriculum Implementation Division
35	Mercedita D. Saldero	Curriculum Implementation Division
36	Aileen G. Mactal	Curriculum Implementation Division
37	Nelie D. Sacman	Curriculum Implementation Division
38	Melody E. Galingan	Curriculum Implementation Division
39	Zoraida F. Espino	Curriculum Implementation Division
40	Augusto A. Mateo	Curriculum Implementation Division
41	Bernardo A. Gargabite	School Governance and Operations Division
42	Winnie W. Poli	School Governance and Operations Division
43	Cyril S. Talusan	School Governance and Operations Division
44	Lamberto P. Corpuz	School Governance and Operations Division
45	James Patrick S. Barias	School Governance and Operations Division
46	Joel G. Dizon	School Governance and Operations Division
47	Engr. Marlon V. Siminig	School Governance and Operations Division
48	Engr. Alvin D. Tangonan	School Governance and Operations Division
49	Rosan E. Ariston	School Governance and Operations Division
50	Marianne C. Coronel MD	School Governance and Operations Division
51	Jayson V. Flores DMD	School Governance and Operations Division
52	Charmain Eljie R. Rayos RN	School Governance and Operations Division
53	Evangeline A. Bautista RN	School Governance and Operations Division



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54	May P. Padilla PhD	Bagong Sikat Elementary School
55	Emily I. Fernandez PhD	Bantug Elementary School
56	Elenita R. Romagosa PhD	Bical Elementary School
57	Rowena D. Ordoñez	Cabisuculan Elementary School
58	Ricardo C. Medrano	Calabalabaan Elementary School
59	Anvil A. Portes	Calisitan Elementary School
60	Margarie DC. Lucero	Catalanacan Elementary School
61	Rod Herbert C. Castillo	Curva Integrated School
62	Jocelyn R. De Guzman	DepEd-CLSU (Lab) School
63	Ann Christian A. Francisco	Franza Elementary School
64	Emmanuel D. Alvarez PhD	Gabaldon Integrated School
65	June Alvin P. Apostol	Gabaldon Integrated School
66	Veronica M. Aquino PhD	Gov. Eduardo L. Joson Memorial School
67	Rosario M. Sapitan	Licaong Elementary School
68	Leah C. Lazaro	Linglingay Elementary School
69	Jhon F. Del Mundo PhD	Magtanggol Integrated School – Secondary
70	Michelle T. Jayme PhD	Maligaya Integrated School
71	Al John U. Febrero PhD	Mangandingay Elementary School
72	Charles A. Dizon	Mapangpang Elementary School
73	Marites D. Ringor PhD	Maragol Integrated School – Elementary
74	Melanie N. Aquino	Maragol Integrated School – Secondary
75	Pepito D. De Guzman	Muñoz Central School
76	Genalyn B. Tangonan PhD	Muñoz North Central School
77	Irenio A. Bucsit Jr	Naglabahan Primary School
78	Christian U. Dela Cruz	Palusapis Integrated School – Elementary
79	Edwin T. Manuel	Pandalla Elementary School
80	Cecilia R. Alvarez	Rang-ayan Elementary School
81	Rona May E. Cruz	Ricardo V. Adriano Elementary School



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82	Marilyn D. Sicat	Rizal Elementary School
83	Jovit P. Pacatang	San Andres Elementary School
84	Joanna Marie D. Torda	San Antonio Integrated School – Elementary
85	Elvierita O. Paclibare	San Felipe Elementary School
86	Armaine D. Dela Cruz	Sapang Cawayan Elementary School
87	Mark Anthony S. Paraguison	Tekila Grace DV Alvarez Primary School
88	Jhon D. Galera PhD	Villa Cuizon Elementary School
89	Maricel D. Gilvoligaya PhD	Villa Isla Elementary School
90	Haidee O. Pajarito	Villa Nati Elementary School
91	Jackielou G. Alberto	Villa Santos Elementary School
92	Jordan T. Nicodemus	Inday Melecio National High School
93	Pedro J. De Guzman	Muñoz National High School – Annex
94	Michael A. Castañeda-	Muñoz National High School – Annex
95	Marichele M. Merculio PhD	Muñoz National High School – Main
96	Imelda V. Sirot	Muñoz National High School – Main
97	Felerma G. Urbano	Muñoz National High School – Main
98	Dominador M. Orpilla PhD	Science City of Muñoz Senior High School
99	Jocelyn C. Regpala	Science City of Muñoz Senior High School



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Enclosure No. 3 to the Schools Division Memorandum No. 07, s. 2026

### ACTIVITY MATRIX

#### Conduct of Fiscal Year (FY) 2025 Year-end Performance Review and Target Setting for Fiscal Year (FY) 2026

TIME	ACTIVITY	PERSONS INVOLVED
<b>DAY 1: JANUARY 8, 2026</b>		
08:00 – 08:30	<b>I. REGISTRATION</b>	Technical Working Group
08:30 – 09:00	<b>II. OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Prayer</li> <li>• Roll Call</li> <li>• Statement of Purpose</li> <li>• Message</li> </ul>	Audio Visual Presentation LAMBERTO P. CORPUZ Senior Education Program Specialist CYRIL S. TALUSAN Senior Education Program Specialist BERNARDO A. GARGABITE EdD Chief ES, SGOD JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
09:00 – 10:00	<b>III. PRESENTATION PROPER</b> <ul style="list-style-type: none"> <li>A. Office of the Schools Division Superintendent (Administration)           <ul style="list-style-type: none"> <li>• Admin Section</li> <li>• Accounting</li> <li>• Budget</li> <li>• ICT</li> <li>• Legal</li> <li>• Personnel</li> <li>• Cash</li> <li>• Records</li> <li>• Supply</li> <li>• Procurement</li> <li>• Payroll</li> </ul> </li> </ul>	FHRIESSY CRUZ S. BERMUDA II Administrative Officer IV
10:00 – 11:00	<b>B. Curriculum Implementation Division</b> <ul style="list-style-type: none"> <li>• Instructional Supervision</li> <li>• LRMDS</li> <li>• ALS</li> </ul>	LARRY B. ESPIRITU PhD Chief ES, CID



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11:00 – 12:00	<p>C. Schools Governance and Operations Division</p> <ul style="list-style-type: none"> <li>• Research and Innovation</li> <li>• Planning</li> <li>• SMME and SocMob</li> <li>• HRD/GAD/Sports</li> <li>• Youth Formation</li> <li>• SHN</li> <li>• School Facilities</li> <li>• DRRM</li> <li>• Private Schools</li> </ul>	BERNARDO A. GARGABITE EdD Chief ES, SGOD
12:00 – 01:00	<b>LUNCH BREAK</b>	
01:00 – 4:00	<p>D. Highlights of Accomplishment in Terms of:</p> <ul style="list-style-type: none"> <li>• Curriculum Implementation Division</li> <li>• School Governance and Operations Division</li> <li>• School Administration</li> </ul>	Schoolheads per School
<b>DAY 2: JANUARY 9, 2026</b>		
TIME	ACTIVITY	PERSONS INVOLVED
08:30 – 09:30	Presentation of SDO Consolidated Performance Review FY 2025	LAMBERTO P. CORPUZ SEPS SMME/PIR Focal Person
09:30 – 10:30	Presentation of SDO Consolidated Work and Financial Plan FY 2026	Engr. MARLON V. SIMINIG
10:30 – 11:30	Critiquing, Suggestions, Recommendations	ASDS, Chiefs, and SEPS/PIR Focal Person
11:30 – 12:00	Ways Forward	JOHANNA N. GERVACIO PhD, CESO V Schools Division Superintendent
12:00 – 01:00	<b>LUNCH BREAK</b>	
01:00 Onwards	Closing Program and Home Sweet Home	

**ROSAN E. ARISTON AND JAMES PATRICK S. BARIAS**  
Masters of Ceremony



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Enclosure No. 4 to the Schools Division Memorandum No. 67, s. 2026

### ORDER OF SCHOOLS PRESENTATION

Schools	Schools	Schools	Schools	Schools
Bantug ES	Bical ES	Bagong Sikat ES	Muñoz CS	Curva IS
Calisitan ES	Cabisuculan ES	Calabalabaan ES	Pandalla ES	Gabaldon IS
EL Joson MS	Catalanacan ES	Franza ES	Rang-ayan ES	Magtanggol IS
Muñoz North CS	DepEd-CLSU ES	Linglingay ES	RV Adriano ES	Maligaya IS
TGDV Alvarez PS	Licaong ES	Mangandingay ES	Rizal ES	MNHS Annex
Villa Cuizon ES	San Felipe ES	Mapangpang ES	San Andres IS	Maragol IS
MNHS Main	Naglabahan PS	Palusapis IS	Villa Nati ES	San Antonio IS
SCM – SHS	Villa Isla ES	Sapang Cawayan ES	Villa Santos ES	Inday Melencio NHS

### PANEL OF REACTORS

TEAM A	TEAM B	TEAM C	TEAM D	TEAM E
RONILO E. HILARIO <b>Leader</b>	LARRY B. ESPIRITU <b>Leader</b>	FHRIESSY CRUZ S. BERMUDA <b>Leader</b>	BERNARDO A. GARGABITE <b>Leader</b>	WINNIE W. POLI <b>Leader</b>
<b>Members</b> Mercedita D. Saldero Novalyn D. Rodolfo James Patrick S. Barias Charmaine Eljie R. Rayos Jomel V. Mangawang	<b>Members</b> Aileen G. Mactal Melody E. Galingan Cyril S. Talusan Jayson D. Flores Johann M. Tabing	<b>Members</b> Augusto A. Mateo Zoraida F. Espino Engr. Marlon V. Siminig Atty. Rommel L. Corpuz Aaron S. Sobrevilla Shirley A. Pascual	<b>Members</b> Mary Queen P. Orpilla Lamberto P. Corpuz Engr. Alvin D. Tangonan Evangeline A. Bautista Kimberly N. Tadeo Emalyn R. Maglanoc	<b>Members</b> Nelie D. Sacman Dra. Marianne C. Coronel Joel G. Dizon Rosan E. Ariston Minda V. Mangalindan Stella Marie C. Dumale
<b>TWG</b> Ross Ann V. Armadillo Alvin B. Ramirez Kristel V. Cruz Francis V. Mangawang	<b>TWG</b> Abiel Nicole A. Elamparo Jomar D. Waing Jessica L. Sapitan Jean P. Magno	<b>TWG</b> Emma L. Leaño Rick Jefferson C. Reyes Jenniefer P. Villoria Ricky G. Lucas	<b>TWG</b> Angelica C. Sanchez Ann Cathlyn T. Acosta Abigail M. Yarcia Carizaldy P. Pagay	<b>TWG</b> Michelle G. Cornejo Sheena S. Cabardo Jerry I. Carido Leanza Jean R. Acuña



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Enclosure No. 5 to the Schools Division Memorandum No. 07, s. 2026

**WORK FINANCIAL PLAN (WFP) TEMPLATE FOR SCHOOLS**

Key Result Areas	Objectives	Strategies	Programs/Projects	Target Outputs	Timeline/ Date	Activities	Performance Indicators	Responsible Persons	Resources Needed				Source of Funds
									Financial	Human	Materials	Others	

**Summary of Budget**

MOOE: \_\_\_\_\_

INSET: \_\_\_\_\_

SEF: \_\_\_\_\_

Registration: \_\_\_\_\_

Prepared by:

Reviewed by:

**NAME**  
Schoolhead

**BERNARDO A. GARGABITE EdD**  
Chief ES, SGOD

**LARRY B. ESPIRITU PhD**  
Chief ES, CID

Recommending Approval:

Approved by:

**RONILO E. HILARIO, CESO VI**  
Asst. Schools Division Superintendent

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent



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