



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

17 March 2026

DIVISION MEMORANDUM

No. 188 s. 2026

COMPOSITION OF THE SCHOOLS DIVISION PLANNING TEAM (SDPT)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the **Department of Education's thrust to strengthen evidence-based planning, monitoring and evaluation**, and to ensure the effective implementation of the Division Education Development Plan (DEDP), Annual Implementation Plan (AIP), and other planning-related initiatives, this Memorandum hereby **reconstitutes the composition of the Schools Division Planning Team (SDPT)**.

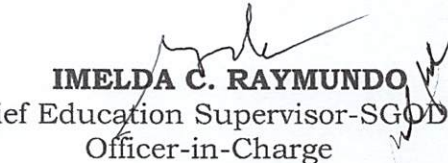
Designation	Name/Position
Chairperson	Herbert D. Perez, Assistant Schools Division Superintendent
Members	Edwin R. Rodriguez, CES – CID Imelda C. Raymundo, CES – SGOD Mildred Z. Galleno, EPS-CID Maria Corazon A. Borbon, EPS-SGOD Regicelle D. Cabaysa, OIC-SEPS, PRS Marife R. Lagar, Planning Officer III Agnes M. Luzadas, Accountant III Benjanim A. Millares, Budget Officer III Conrado C. Gabarda, Administrative Officer V
Documenter/ Writers	Atty. Hannah Perez-Fermento, Legal Officer L.C. Richelle F. Quintero, EPS-CID/DIO Montano L. Agudilla Jr., SEPS-SMME Mark Bryan F. Valencia, Information Technology Officer I Ariel C. Cabuyao, Project Development Officer II (DRRMO)

2. The SDPT shall have the following functions:
 - a. Lead the formulation, updating, and review of the Division Education Development Plan (DEDP), Annual Implementation Plan (AIP), and other division plans;
 - b. Ensure alignment of division plans with regional and national education priorities;
 - c. Coordinate the integration of planning, budgeting, monitoring, and evaluation processes;
 - d. Provide technical assistance to schools and offices on planning-related concerns;
 - e. Facilitate data-driven decision-making through analysis of performance indicators and research findings; and
 - f. Perform other planning-related functions as may be directed by the Schools Division Superintendent.
3. This Memorandum shall take effect **immediately** and shall remain in force until amended, modified, or revoked by subsequent issuance.
4. Strict compliance is enjoined.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


IMELDA C. RAYMUNDO
Chief Education Supervisor-SGOD
Officer-in-Charge

Encl.: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

DIVISION
PLANNING TEAM

SGOD- composition of the schools division planning team (sdpt)
SGOQDQC9-004485/March 17, 2026