



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 April 2026

DIVISION MEMORANDUM

No. 228 s. 2026

SCHEDULE OF DIVISION PROGRAM IMPLEMENTATION REVIEW AND PLAN ADJUSTMENT (PIRPA) FOR FY 2026

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

1. In reference to **DepEd Order No. 29, s. 2022**, known as **Adoption of the Basic Education Monitoring and Evaluation Framework (BEMEF)** that aims to guide all operating units across governance levels in the conduct of Monitoring and Evaluation (M&E) initiatives and stipulates that PIRPA must be established as the reporting platform of the Department of Education to report the accomplishments of outputs in terms of efficiency and budget utilization and make adjustment whenever necessary, this Office informs all concerned of the conduct of monitoring and evaluation of Programs, Projects and Activities (PPAs) *vis a vis* technical assistance leading to Division Program Implementation Review and Plan Adjustment (PIRPA).

2. The conduct of PIRPA aims to:

- a. report the status of the major programs, projects, and activities and the programs with procurement based on the implementation plan, and committee outputs;
- b. present the status of completed outputs, ongoing outputs, scheduled outputs, and additional outputs most especially in relation to quality;
- c. present the bottlenecks, lags, issues and concerns and the adjusted plan to be able to meet the targets; and
- d. report the various best practices for benchmarking purposes by other schools or unit.

3. This face-to-face activity shall run in two days as reflected in the table below:

QUARTER	SCHEDULE	VENUE	MODALITY
First Quarter	April 7 (SDO Units); April 23, 2026	4 th Floor Fuente de Alitao TBA	Face-to-face
Second Quarter	July 6 – 7, 2026	TBA	Face-to-face
Third Quarter	October 5 - 6, 2026	TBA	Face-to-face
Fourth Quarter	December 11 – 12, 2025	TBA	Face-to-face




Address: Brgy. Potol, Tayabas City

Telephone No.: (042) 785-9615

Email Address: tayabas.city@deped.gov.ph

Website: <https://www.sdotayabascity.ph>

4. The participants in the activity include Education Program Supervisors, Unit Heads, School Heads, and select SDO personnel.
5. For the presentation, school or unit has to make a copy of and accomplish the PIRPA template available in this link <https://tinyurl.com/SDOTayabasPerformanceRev2026> and then, upload the PIRPA report to their designated folder.
6. School participants' travel, meal and other incidental expenses shall be charged against School MOOE and/or any available funds. Expenses of the SDO personnel shall be charged against the Division MOOE subject to the usual accounting and auditing rules and regulations.
7. Enclose in this Memorandum is Enclosure 1 the Programme of Activities for both the schools and the SDO Functional Units, Enclosure 2 List of Participants, and Enclosure 3 Program Management Team and Terms of Reference.
8. For queries and concerns relative to the use of templates and program, you may contact Montano L. Agudilla Jr., Senior Education Program Specialist at montano.agudillajr@deped.gov.ph.
9. For strict and immediate compliance.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 29, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

PIRPA

SGOD-schedule of division program implementation review and plan adjustment (pirpa) for fy 2026
SGOJ95PJ-004574/ April 06, 2026

Enclosure 1

Programme of Activities – Schools

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Registration	Nicole L. Lumanglas La Trisha R. Dalit
8:30 – 9:20	Lupang Hinirang Prayer Bagong Pilipinas Pledge DepEd Quality Policy CALABARZON March Tayabas Hymn	AVP
	Roll Call of Participants	Montano L. Agudilla Jr.
	Welcome Remarks	Herbert D. Perez Assistant Schools Division Superintendent
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
9:20 – 9:30	Statement of Purpose	Dr. Imelda C. Raymundo SGOD Chief
9:30 – 9:40	Announcement of Group Assignment	Montano L. Agudilla Jr.
9:40 – 9:55	Health break	
9:55 – 10:00	Moving in to Break-out Rooms	
10:00 – 12:00	Breakout Sessions Reporting cum Technical Assistance and Plan Adjustment	Cluster 1 TA Team: Louie L. Fulleo (CID) Ariel C. Cabuyao (SGOD)
		Cluster 2 TA Team: Jerome A. Chavez (CID) Nicole May L. Lumanglas (SGOD)
		Cluster 3 TA Team: Michael Leonard D. Lubiano (CID) Luzviminda E. Saludaes (SGOD)
		Cluster 4 TA Team: Mikael Sandino T. Andrey (CID) Joan Khaye T. Brizuela (SGOD)
		Cluster 5 TA Team:

		<p>Mildred Z. Galleno (CID) La Trisha R. Dalit (SGOD)</p> <p>Cluster 6 TA Team: L. C. Richell F. Quintero (CID) Regicelle T. Cabaysa (SGOD)</p> <p>Cluster 7 TA Team: Christian J. Bables (CID) Montano L. Agudilla Jr. (SGOD)</p> <p>Cluster 8 TA Team: Sherwin C. Quesea (CID) Marife S. Lagar (SGOD)</p> <p>Cluster 9 TA Team: Joseph Jay U. Aureada (CID) Maria Corazon Borbon (SGOD)</p> <p>TA Supervising Team Dr. Imelda C. Raymundo Dr. Edwin R. Rodriguez Benjamin A. Millares Conrado C. Gabarda</p>
12:00 – 1:00	Lunch Break	
1:00 – 3:30	Continuation of Reporting cum Technical Assistance and Plan Adjustment	c/o TA Team
3:30 – 4:00	Sharing of Insights	One per Cluster
4:00 – 5:00	SDS TIME	Celedonio B. Balderas Jr. Schools Division Superintendent
Master of Ceremony	Joan Kathleen T. Brizuela	

Programme of Activities – SDO Functional Units

TIME	ACTIVITY	FACILITATOR
8:00 – 8:30 a.m.	Registration	Joan Khaye T. Brizuela La Trisha R. Dalit
8:30 – 9:00 a.m.	Makabayan Song Prayer Bagong Pilipinas Pledge DepEd Quality Policy CALABARZON March Tayabas Hymn	AVP
	Roll Call of Participants	Montano L. Agudilla Jr.
	Welcome Remarks	Herbert D. Perez ASDS
	Inspirational Message	Celedonio B. Balderas Jr. Schools Division Superintendent
9:00 – 9:10	Statement of Purpose	Dr. Imelda C. Raymundo SGOD Chief
9:10 – 9:30	BAR Reporting	Montano L. Agudilla Jr.
9:30 – 9:40	Health break	
9:40 – 12:00	Reporting and Feedbacking	OASDS Admin Unit Accounting Budget Cash Personnel BAC Supplies ICT Records
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Reporting and Feedbacking	CID
2:30 – 4:00	Reporting and Feedbacking	SGOD
4:00 – 5:00	SDS TIME	Celedonio B. Balderas Jr. Schools Division Superintendent
Master of Ceremony	John Cavin S. Rodil	

Enclosure 2

List of Participants – Schools

	NAME	POSITION	SCHOOL/OFFICE
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	Office of Schools Division Superintendent
2	Herbert D. Perez	Assistant Schools Division Superintendent	Office of Assistant Schools Division Superintendent
3	Dr. Edwin R. Rodriguez	CID Chief	CID
4	Dr. Imelda C. Raymundo	SGOD Chief	SGOD
5	Dr. Jerome A. Chavez	Education Program Supervisor-Math	CID
6	Dr. Christian J. Bables	Education Program Supervisor-Filipino	CID
7	Dr. Joseph Jay U. Aureada	Education Program Supervisor-ESP	CID
8	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor-English	CID
9	Dr. Michael Leonard D. Lubiano	Education Program Supervisor-Science	CID
10	Louie L. Fulleo	Education Program Supervisor-TLE	CID
11	Sherwin C. Quesea	Education Program Supervisor-MAPEH	CID
12	Mildred Z. Galleno	Education Program Supervisor -Kinder/ALS	CID
13	Mikael Sandino T. Andrey	Education Program Supervisor-Social Studies	CID
14	Generosa F. Zubieta	EPS – LRMSD	CID
15	Dr. Maria Corazon A. Borbon	Education Program Supervisor-SGOD	SGOD
16	Dr. Montano L. Agudilla Jr.	Senior Education Program Specialist-SMM&E	SGOD
17	Regicelle D. Cabaysa	Principal I	Lalo ES
18	Dr. John Cavin S. Rodil	Senior Education Program Specialist - HRTD	SGOD
19	La Trisha R. Dalit	Education Program Specialist II	SGOD
20	Joan Kathleen T. Brizuela	Education Program Specialist II	SGOD
21	Marife R. Lagar	Planning Officer III	SGOD
22	Dr. Ariel C. Cabuyao	Project Development Officer II	SGOD
23	Nicole May L. Lumanglas	Project Development Officer I	SGOD
24.	Dra. Joan Salcedo	Medical Officer III	SGOD
25	Dra. Jayne Paula T. Tullo	Dentist III	SGOD

26.	Engr. Joshua A. Teope	Technical Assistance IV (Engineer III)	SGOD
27.	Engr. Jaypee A. Escobar	Building and Facilities Unit	SGOD
28.	Benjamin A. Millares	Administrative Officer V - Budget	OSDS
29.	Conrado C. Gabarda	Administrative Officer V	OSDS
30.	Atty. Maria Hannah D. Perez- Formento	Attorney III	OSDS
31.	Agnes M. Luzadas	Accountant III	OSDS
32.	Jeanette M. Buera	Records Officer	OSDS
33.	Mark Bryan Valencia	Technology Officer I	OSDS
34.	Dr. Lorynel C. De Sagun	Head Teacher III	Alsam IS
35.	Cherry G. Hugo	Principal II	BAHNS
36.	Lilibeth B. Vargas	Teacher III/OIC	Busal ES
37.	Mary Grace M. Cabili	School Principal II	DIS
38.	Dr. Babylyn T. Olandes	Head Teacher III	Domoit ES
39.	Girlie G. Abaricia	Head Teacher III	TWCS II
40.	Teresa E. Andaya	Principal I	EPES
41.	Dr. Roderick O. Hugo	Principal II	FELES
42.	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
43.	Dr. Michael M. Safred	Principal I	Ilasan IS
44.	Dr. Alona C. Crisanto	Principal III	Ipilan-Alitao ES
45.	Honesto P. Caagbay Jr.	Principal I	Kalumpang ES
46.	Ronald O. Hugo	Master Teacher I/OIC	Katigan ES
47.	Dr. Larvin O. Labrada	Principal I	Lakawan ES
48.	Wenefredo B. Baylongo	Principal I	Lawigue ES
49.	Dr. Gregorio Racelis	Principal IV	LPIHS
50.	Elpidia C. Palayan	School Principal II	Malao-a/Calantas ES
51.	Arlene D. Pagana	Teacher III/OIC	Masin ES
52.	Evelyn R. Palambiano	School Principal I	Mate ES
53.	Joel N. Dela Cruz, JD	Principal I	Mayuwi IS
54.	Luz A. Pacaigue	Principal I	NPES
55.	Dr. Democrito C. Cabile Jr.	Principal I	Pandakake IS
56.	Dr. Dennis O. Labita	Principal III	Potol ES
57.	Rempson P. Sumilang	Assistant Principal II/OIC	RQINHS
58.	Ingrid A. Palad	Principal II	SPES
59.	Dr. Ronan R. Ranillo	Principal III	TECS Tayabas West CS II
60.	Lea A. Cosico	Principal II	TWCS I
61.	Natalia A. Andaya	Principal II	TWCS III
62.	Dr. Julieta M. Labita	Principal II	TWCS IV
63.	Reniel C. Cabuyao	Principal I	Valencia ES
64.	Rowena Sabiduria	School Principal II	CJQES
65.	Corazon M. Oabel	School Principal I	WPES
66.	Dr. Joy B. Go	School Principal IV	WPNHS
67.	Emelia R. Eclarin	Principal I	TCNHS
68.	Dr. Geraldine M. Constantino	Assistant Principal	LPIHS

List of Participants – SDO Functional Units

	NAME	POSITION	SCHOOL/OFFICE
1	Celedonio B. Balderas Jr.	Schools Division Superintendent	SDS
2	Herbert D. Perez	Schools Division Superintendent	ASDS
3	Dr. Edwin R. Rodriguez	CID Chief	CID
4	Dr. Imelda C. Raymundo	SGOD Chief	SGOD
5	Dr. Jerome A. Chavez	Education Program Supervisor Math	CID
6	Dr. Christian J. Bables	Education Program Supervisor Filipino	CID
7	Dr. Joseph Jay U. Aureada	Education Program Supervisor ESP	CID
8	Luzviminda Cynthia Richelle F. Quintero	Education Program Supervisor English	CID
9	Dr. Michael Leonard Lubiano	Education Program Supervisor Science	CID
10	Louie L. Fulleo	Education Program Supervisor TLE	CID
11	Sherwin C. Quesea	Education Program Supervisor MAPEH	CID
12	Mildred Z. Galleno	Education Program Supervisor Kinder/ALS	CID
13	Generosa F. Zubieta	Education Program Supervisor LRMDs	CID
14	Dr. Mikael Sandino T. Andrey	Education Program Supervisor-Social Studies	CID
15	Teofila A. Ocumin	Education Program Specialist II- ALS	CID
16	Dr. Maria Corazon A. Borbon	Education Program Supervisor - SGOD	SGOD
17	Dr. Montano L. Agudilla Jr.	Senior Education Program Specialist SMM&E	SGOD
18	Regicelle D. Cabaysa	OIC- Senior Education Program Specialist, Planning & Research	SGOD
19	Dr. John Cavin S. Rodil	Senior Education Program Specialist	SGOD
20	La Trisha R. Dalit	Education Program Specialist II	SGOD
21	Joan Kathleen T. Brizuela	Education Program Specialist II	SGOD
22	Marife R. Lagar	Planning Officer III	SGOD
23	Dr. Ariel C. Cabuyao	Project Development Officer II	SGOD

24	Nicole May L. Lumanglas	Project Development Officer I	SGOD
25	Dr. Jayne Paula T. Tulio	Dentist II	SGOD
26	Benjamin A. Millares	Budget Officer III	Budget
27	Agnes M. Luzadas	Accountant III	Accounting
28	Conrado C. Gabarda	Administrative Officer V	Administrative Office
29	Grasiela L. Hernandez	Administrative Officer IV – HRMO	Personnel
30	Jennelyn M. Mirandilla	Administrative Officer II	OIC-Procurement Office
31	Diana G. Tan	Administrative Officer IV – Cashier	Cash Unit
32	Mark Bryan F. Valencia	Information Technology Officer I	ICT
33	Jeanette M. Buera	Records Officer II	Records Unit
34	Joyce Ann P. Limbo	Supply Officer II	Supply Unit
35	Mariles F. Contreras	Nurse II	SGOD
36	Alelie A. Padillo	Nurse II	SGOD
37	Engr. Jaypee A. Escobar	TA IV	SGOD
38	Engr. Joshua A. Teope	TA IV (Engineer III)	SGOD

Enclosure 3

Program Management Team and Terms of Reference

Over all Chairperson: Celedonio B. Balderas Jr.
 Schools Division Superintendent

Co- chairpersons: Herbert D. Perez - ASDS
 Imelda C. Raymundo, Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> • Oversees the implementation of the entire program. • Orients the PMT and resource persons on their terms of reference and details of the program design. • Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards • Leads the debriefing sessions with the PMT and resource speakers. • Leads in crafting the Program Completion Report.
Learning Manager	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> • Leads the conduct of the program per session room • Ensures that the program is carried out based on the detailed design in collaboration with the resource persons. • Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs. • Facilitates management of learning activities as scheduled and as needed.
Resource Speakers / Subject Matter Experts	TA Team	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions. • Provides expert content input during learning sessions.

M&E Officer	Joan Kathleen T. Brizuela	<ul style="list-style-type: none"> • Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. • Applies process observation and prescribed tools to monitor and evaluate program delivery. • Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. • Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
Documenter/ Secretariat	La Trisha R. Dalit Nicole L. Lumanglas	<ul style="list-style-type: none"> • Documents the proceedings of the learning sessions using the prescribed documentation template. • Takes photos of the different parts of the program delivery. • Attends to registration needs of learners/ participants Ensures that the learners/ participants fill up attendance sheets every day. • Assists in the distribution of learning materials and supplies • Assists in the collection of session outputs • Compiles session documents and learning resource materials.
Logistics Officer	John Cavin S. Rodil	<ul style="list-style-type: none"> • Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program. • Leads the ocular inspection of venues to ensure adherence to standards and specifications • Checks that session rooms are always ready for use and conducive to learning.
Welfare Officer	Lailani T. Omlas	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security,

		<p>health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue.</p> <ul style="list-style-type: none"> • Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.)
<p>Finance Officers</p>	<p>Benjamin A. Millares Agnes M. Luzadas</p>	<ul style="list-style-type: none"> • Oversees all finance related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation • Initiates procurement processes of resources, materials and relevant services and follow up fund's disbursement with appropriate offices • Monitors and documents all disbursements against budget to support liquidation. • Liquidates all fund disbursement and prepares a financial report.