Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 November 2026

DIVISION MEMORANDUM
No. 744 s. 2026

YEAR-END PERFORMANCE IMPLEMENTATION REVIEW OF SCHOOL HEADS

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

1. Anchored on the Department of Education's commitment to strengthening accountability, evidence-based decision-making, and continuous improvement in school leadership and management, this Office, through the Human Resource Development Section (HRDS), shall conduct the **Year-End Performance Implementation Review of School Heads** on **November 20, 2026**, at **M.I. Sevilla's Resort, Lucena City**, starting at **exactly 8:00 AM**.

2. This activity aims to provide an avenue for school heads to present and assess the accomplishments of their respective schools in the implementation of Learning and Development (L&D) programs and interventions during the year. Specifically, it intends to review the extent of implementation of planned L&D activities, highlight significant accomplishments and best practices, assess the relevance and effectiveness of interventions in addressing personnel development needs, identify implementation gaps and challenges, and determine priority areas for improvement and succeeding L&D initiatives.

3. In this regard, all public elementary and secondary school heads are expected to prepare and deliver a **five-minute presentation** highlighting their respective schools' year-end Learning and Development (L&D) accomplishments. The presentation may be in the form of a **PowerPoint or video presentation** and shall cover the following:

- **School Profile** – Name of school, name of school head, and number of teaching and non-teaching personnel;
- **L&D Programs and Activities Implemented** – Trainings, seminars, INSET, SLAC, LAC sessions, coaching, mentoring, and other professional development activities conducted/attended;
- **Personnel Participation** – Number of personnel who participated in and completed the L&D programs;
- **Major Accomplishments and Outputs** – Significant L&D accomplishments, programs implemented, and outputs generated;

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- **Impact of L&D Interventions** – Application of acquired knowledge and skills and improvements in teaching practices, school management, and personnel performance;
- **Challenges and Best Practices** – Issues encountered, strategies undertaken, and effective practices worth sharing; and
- **Priority L&D Needs and Recommendations** – Identified professional development needs and proposed L&D priorities for the succeeding year.

4. Presentations shall be concise, data-driven, and supported by relevant Means of Verification (MOVs), photographs, and other pertinent documents. Each school head shall be strictly allotted a maximum of five (5) minutes for the presentation.

5. The List of Participants is attached as Enclosure No. 1 for reference and guidance.

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

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

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

ACCOMPLISHMENT
HRDS
YEAR-END

SGOD- year-end performance implementation review of school heads
SGOEKO3R-006004/November 09, 2026

Enclosure 1

LIST OF PARTICIPANTS – SDO PERSONNEL

No.	Name	Position/Designation	Office
1	Imelda C. Raymundo	CES - SGOD	SGOD
2	Edwin R. Rodriguez	CES - CID	CID
3	John Cavin S. Rodil	SEPS - HRD	SGOD
4	Montano L. Agudilla Jr.	SEPS - SMME	SGOD
5	La Trisha R. Dalit	EPS II	SGOD
6	Princess A. Talavera	Secretariat	SGOD

LIST OF PARTICIPANTS – SCHOOL HEADS

No.	Name	Position/Designation	Office/School
1	Lorynel C. De Sagun	School Principal I	Alsam IS
2	Lilibeth B. Vargas	Teacher III/OIC	Busal IS
3	Honesto P. Caagbay Jr.	School Principal I	Calumpang IS
4	Rowena O. Sabiduria	School Principal I	CJQES
5	Mary Grace M. Cabili	School Principal II	Dapdap IS
6	Baby Lyn T. Olandes	School Principal I	Domoit ES
7	Teresa E. Andaya	School Principal II	East Palale ES
8	Emelia R. Eclarin	School Principal I	Eugenio Francia IS
9	Alona C. Crisanto	School Principal IV	FELES
10	Aldwin V. Capistrano	School Principal I	Gibanga ES
11	Michael M. Safred	School Principal II	Ilasan IS
12	Girlie A. Abaricia	School Principal I	Ipilan-Alitao ES
13	Ronald O. Hugo	Master Teacher I/OIC	Katigan-Alupay ES
14	Larvin O. Labrada	School Principal I	Lakawan ES
15	Regicelle D. Cabaysa	School Principal I	Lalo ES
16	Wenefredo B. Baylongo	School Principal I	Lawigue ES
17	Ronan R. Ranillo	School Principal III	Malao-a/Calantas ES
18	Arlene D. Pagana	Teacher III/OIC	Masin ES
19	Evelyn R. Palambiano	School Principal II	Mate IS
20	Joel N. Dela Cruz	School Principal I	Mayuwi IS
21	Luz A. Pacaigue	School Principal I	North Palale ES
22	Democrito C. Cabile Jr.	School Principal I	Pandakake IS
23	Dennis O. Labita	School Principal III	Potol ES
24	Ingrid A. Palad	School Principal III	South Palale ES
25	Elpidia C. Palayan	School Principal III	TECS
26	Lea A. Cosico	School Principal II	TWCS I
27	Roderick O. Hugo	School Principal III	TWCS II
28	Natalia A. Andaya	School Principal II	TWCS III
29	Julieta M. Labita	School Principal I	TWCS IV
30	Reniel N. Cabuyao	School Principal I	Valencia ES
31	Corazon M. Oabel	School Principal II	West Palale ES
32	Cherry G. Hugo	School Principal III	BANHS
33	Gregorio I. Racelis	School Principal IV	LPIHS
34	Rempson P. Sumilang	School Principal I	RQINHS
35	Joy B. Go	School Principal IV	WPNHS
36	Adrian N. Naynes	Head Teacher I	Talolong IS

37	Marvin J. Rosales	Assistant School Head Designate	WPNHS
38	Maria Madel Rubia	Assistant School Head Designate	BANHS
39	Josephine B. Ramos	Assistant School Head Designate	TWCS I
40	Maricel A. Abella	Assistant School Head Designate	TECS
41	Wilma G. Zaide	Assistant School Head Designate	Dapdap IS