



Republic of the Philippines
Department of Education

REGION IV - A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

19 November 2025

DIVISION MEMORANDUM

No. **823** s. 2025

**ADOPT-A-SCHOOL PROGRAM REVIEW AND ANNUAL PLANNING FOR
SCHOOL COORDINATORS**

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

1. Pursuant to **RA 8525 of 1998** known as **Adopt-A-School Program**, the City Schools Division of the City of Tayabas will conduct Annual Accomplishment Reporting and Planning titled **"Adopt-A-School Program Review and Annual Planning for School Coordinators"** on **November 27, 2025 at 7:30 a.m. onwards. Venue will be announced on a separate advisory.**
2. This activity aims to review schools' previous accomplishments and targets in alignment with the central, regional, division thrust and school priorities. Thus, retrofit partnership activities based on the immediate emerging needs.
3. Please see Enclosure 1 for the List of Participants, Enclosure 2 for the Program Matrix and Enclosure 3 for the ASP PIR School Accomplishment.
4. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:

EDWIN R. RODRIGUEZ, Ed.D.
Chief Education Supervisor-CID
Officer-in-Charge

Encl.: As stated

Reference: RA 8525 of 1998



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To be indicated in the Perpetual Index
under the following subjects:

REVIEW
ANNUAL PLANNING

SGOD- adopt-a-school program review and annual planning for school coordinators
SGOHEK1H-003894/November 19, 2025

Enclosure 1: List of Participants for the ASP Program Review and Annual Planning
for School Coordinators

No.	NAME OF SCHOOL	NAME OF PARTICIPANT
1.	Tayabas East Central School	Maria Edissa S. Contreras
2.	Cipriano J. Querubin Elementary School	Marilyn Quizana
3.	South Palale Elementary School	Milarosa B. Pabularcon
4.	Ilasan Integrated School	Rich Ann D. Reyes
5.	West Palale Elementary School	Kristine Mae M. Rea
6.	Lawigue Elementary School	Anicee S. Rodillo
7.	Lakawan Elementary School	Dr. Larvin O. Labrada
8.	Eugenio Francia Integrated School	Rowena Padegarao
9.	Mate Integrated School	Evelyn R. Palambiano
10.	North Palale Elementary School	Cristita C. Cabalsa
11.	Masin Elementary School	Princess Camelle C. Roces
12.	Pandakake Integrated School	Christine C. Anoso
13.	Katigan Alupay Elementary School	Ma. Zarina A. Bagangan
14.	Alsam Integrated School	John Menard R. Lavadia
15.	Valencia Elementary School	Ma Magdalena L. Nanez
16.	Busal Integrated School	Lilibeth B. Vargas
17.	Tayabas West Central I	Lea A. Cosico
18.	Froilan E. Lopez Elementary School	Jobelle L. Maningas
19.	Kalumpang Elementary School	Joy Liwayway O. Aguila
20.	Ipilan Alitao Elementary School	Freanalynne B. Tabernilla
21.	Dapdap Integrated School	Trisha Monica Carillo
22.	Potol Elementary School	Maria Concepcion R. Cuadra
23.	Tayabas West Central School III	Liezel R. Orilla
24.	East Palale Elementary School	Jen Casvel C. Daya
25.	Tayabas West Central School IV	Miguela A. Cabangon
26.	Tayabas West Central School II	Maria Teresa P. Eslacin
27.	Lalo Elementary School	Mary Joy E. Malimban
28.	Gibanga Elementary School	Slot was waived assigned PDO will do the reporting.
29.	Malaoa Calantas Elementary School	Mica P. Durante
30.	Domoit Elementary School	Tracy R. Agcaoli
31.	Mayuwi Integrated School	Joel N. Dela Cruz
32.	Rosario Quesada Integrated NHS	Joane D. Galapati
33.	West Palale NHS	Dr. Joy Buban – Go
34.	Buenaventura Alandy NHS	Myra G. Flores
35.		Laura Vida G. Bigyan
36.	Luis Palad Integrated High School	Dr. Gener C. Delos Reyes
37.	Technical Working Group and Resource Speakers	Jeffrey G. Dimailig
38.		Shiela May M. Balamban
39.		John Oliver O. Marquez
40.		Joan Kathleen Talabong Brizuela

41.	Montano L. Agudilla Jr.
42.	Imelda C. Raymundo

Enclosure 2: Program Matrix

**ADOPT – A – SCHOOL PROGRAM REVIEW AND ANNUAL PLANNING FOR
SCHOOL COORDINATORS**

TBA

November 27, 2025

7:30 a.m. – 5:15 p.m.

TIME	ACTIVITY	FACILITATORS / PRESENTERS
7:30 a.m.–8:00 a.m.	Registration	TWG
8:00– 8:30 a.m.	Prayer National Anthem CALABARZON March Himno ng Tayabas	AVP
8:30–8:45 a.m.	Opening Remarks	HERBERT D. PEREZ, CESO VI Assistant Schools Division Superintendent
8:45–8:55 a.m.	Rationale and Objectives	IMELDA C. RAYMUNDO CES – SGOD
8:55–9:00 a.m.	Message	CELEDONIO B. BALDERAS JR. Schools Division Superintendent
9:00 am–9:30 a.m.	Division Priority Partnership Needs and Division Partnership Accomplishment Report	JOAN KATHLEEN M. TALABONG EPS II
9:30 a.m.–9:45 a.m.	HEALTH BREAK	
9:45 a.m.–10:30 a.m.	School Partnership Accomplishment Presentation	School Coordinators
10:30 a.m.–11:15 a.m.	Project TIPA	JOHN MENARD R. LAVADIA Teacher II, Alsam IS
11:15 a.m.–12:00 noon	Brigada Barya Implementation	Dr. LARVIN O. LABRADA School Principal, Lakawan Elementary School
12:00 noon–1:00 p.m.	LUNCHBREAK	
1:00–2:00 p.m.	Resource Gap Analysis and ASP Planning	SHIELA MAY M. BALAMBAN Teacher III, FELES
2:00 p.m.–3:00 p.m.	BRIGADA ESKWELA Planning	JEFFREY G. DIMAILIG Master Teacher, FELES
3:00 p.m. – 3:15 p.m.	HEALTH BREAK	
3:15 p.m.–4:15 p.m.	Workshop Proper	School Coordinators
4:15 p.m.–5:00 p.m.	Workshop Output Presentation	
5:00 p.m.–5:15 p.m.	Closing Program	

Enclosure 3: ASP PIR School Report

Major Final Outputs (MFOs)	(previous SY) Accomplishment	FY 2024		Percentage (%) of Accomplishment (Accomplishment ÷ Target x 100)	Reasons for Achieving/ Not Achieving
		Target	Accomplishment		
PARTNERSHIP AND LINKAGES					
a. Adopt a School Program	800,000.00 Total Generated Resources	2% increment from last year 816,000.00	840,000.00	102.94%	Strengthened Community and Social Media Campaign
b. Brigada Eskwela Program (100 Days to Brigada Eskwela)	90,000.00	2% increment from last year 91,800.00	89,100.00	97.05%	Restriction on the last middle part of the implementation due to Pandemic
c. Partnership & Linkages with line Agencies and Private Stake Holders					
c.1 Barangay House to House Campaign	50 Household reached with signed Pledge of Commitment	50 Household reached with signed Pledge of Commitment	40 Household reached virtually with Message of Commitment	80%	Restriction on the last middle part of the implementation due to Pandemic
c.2 Gawad Pasasalamat	10 Stakeholders recognized	Recognition of 20 Stakeholders	25 stakeholders recognized	125 %	Adjustment of the recognition program from Physical to Virtual

OUTSTANDING SCHOOL PROGRAMS AND PROJECTS ACCOMPLISHMENT

Specific Instructions: Showcase the school **partnership best practices, value-added contributions, innovations** and **other activities** that made the agency in the forefront among others.

The **winnings and awards received** within the year in review as well as the achievements of learners and teachers will be likewise included in this section. Photos with caption may be included as means of verification.

Programs and projects implemented by the school with its corresponding descriptions highlighting partnership details and partnership agreements will be discussed in this portion. Included in the discussion will be the impact of the programs and projects that made the school soar to greater heights.

Programs and Projects	Description	Impact
Paaralan sa Tahanan	Partnership with parents focused on learning literacy support and reading at home. Memorandum of Agreement was signed by the school head and the GPTA President.	Based on the baseline data, from 25 learners under frustration level. Reading levels improved with 6 learners now in instructional level.
Brgy. Hub Program	Partnership with the Barangay focused on manpower and services rendered. Memorandum of Agreement was signed by the school head and the GPTA President.	<p>With 2 delivery and retrieval schemes per month, Barangay Officials were able to deliver 2 times per month to 50 learners, with a total of 100 deliveries per month from October to November and an additional 50 deliveries during the LCP dry run.</p> <p>In partnership with the Sangguniang Kabataan, SK Captain Juan dela Cruz donated 50 pcs of module containers amounting to 24, 200.00 pesos.</p>