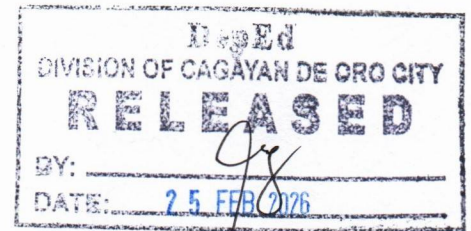




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

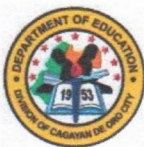
24 Feb 2026

DIVISION MEMORANDUM
No. 214 s.2026

**CONDUCT OF THE 2026 PROGRAM IMPLEMENTATION REVIEW (PIR) FOR THE
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS) PERSONNEL**

TO: Assistant Schools Division Superintendent
Chiefs of Functional Divisions (CID and SGOD)
OSDS Unit and Section Heads (Administrative, Finance, ICT, Legal, Cash, Records, Personnel, Supply)
All Others Concerned
This Division

1. To ensure the continuous improvement of internal governance and the delivery of frontline services, this Office shall conduct the 2026 Program Implementation Review (PIR). This activity serves as a dedicated platform for OSDS personnel to evaluate the progress and address operational bottlenecks.
2. Objectives
The PIR aims to achieve the following:
 - Synchronization of Activities: Align the schedules and targets of various OSDS units (Administrative, Finance, Legal, and ICT) to avoid overlapping and ensure cohesive operations.
 - Harmonization of Processes: Streamline inter-unit workflows to eliminate redundant steps and simplify administrative requirements.
 - Efficiency for Stakeholders: Enhance the speed and quality of service delivery for clients, schools, and external partners.
 - Feedbacking: Establish a robust mechanism for gathering and processing feedback from both internal staff and external stakeholders to guide policy adjustments.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
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3. Expected Participants

The activity shall be attended by all personnel under the Office of the Schools Division Superintendent, including:

- Administrative Services (Personnel, Records, Cash, Supply)
- Finance Services (Budget and Accounting)
- Legal Unit
- ICT Unit
- Procurement Services Unit

4. In compliance with current protocols, the specific venue, exact date, and detailed schedule of activities will be issued in a subsequent Addendum or separate Memorandum.
5. Attached are the participants, TWG and Activity Matrix of the said event.
6. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
7. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

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

DMO70-OSDS-PS-AVC / DIVISION MEMORANDUM PIR
February 24, 2026

Enclosure 1: Activity Matrix
2026 OSDS Program Implementation Review



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Duration: Day1 (1:00 PM – 5:00 PM)

Time	Activity	Lead / In-Charge
1:00 – 1:30	Registration	
1:30 – 2:00	Opening Program (Preliminaries) Opening Remarks	AVP Assistant SDS
2:00-2:30	Statement of Purpose & PIR Framework	OIC - HRMO
2:30 – 3:30	Unit Reporting: Accomplishments (Admin, Finance, ICT, Legal)	Unit/Section Heads
3:30 – 5:00	Workshop 1: Harmonization of Processes (Identifying overlaps and workflow bottlenecks)	Administrative Officer V

END OF DAY 1

Day 2

8:00 – 8:30	Management of Learning (MOL) (Recap of Day 1)	Secretariat
8:30 – 10:30	Deep Dive: The Accountant's Clinic • Hands-on session on Liquidations • Resolving Disbursement/Payroll Issues	Division Accountant
10:30 – 12:00	Workshop 2: The Service Excellence Plan • Updating the Citizen's Charter for each Unit • Streamlining frontline services (Records/Cash)	Admin Officer V
12:00 – 1:00	Lunch Break	—
1:00 – 2:30	Synchronization Plenary: Calendar Alignment • Mapping out 2026 Field Visits and Deadlines • Resource Sharing across Sections	ASDS / Unit Heads
2:30 – 3:30	Legal Clinic: Administrative Due Process & Contract Review	Legal Officer /
3:30 – 5:00	Closing Ceremony • Presentation of Outputs	Secretariat
4:30 – 5:00	Closing Remarks	Schools Division Superintendent

Day 3

8:00 – 9:30	Accountant's Time: Financial Synchronization (Budget Utilization, Liquidation, and Audit Compliance)	Division Accountant
9:30 – 10:30	Plenary: Feedbacking & Stakeholder Efficiency (Reviewing client complaints/suggestions)	Unit Heads
10:30 – 11:30	Synthesis & Commitment Signing (The "Catch-Up Plan" and New Service Standards)	Administrative Officer V
12:00 noon	Check out	

Technical Working Group

Over-all Program: RISA BEA SOCORRO M. BORRES

Co-chairman: ANGELA VINCENT T. CORRALES

Finance: ARNEL A. CALUBAG

MARILOU F. NAVAJA

GEMMA P. PAJAYON

Procurement - Secretariat: Chairman ALMIRA K. REYES

JENNIFER DADOLE

BRYAN F. PASIGAY

Secretariat (Program) Chairman KHAROL YAMOMO

MARYGENE FILIPNO

CINDY LAGAT

TRICIA PAÑA

Supply: Chairman NOELFRED B. BALAROTE

NIEL MICHAEL S. PARRO

Document Preparations: Chairman CHARISE C. UDANG

JOHN ERROL P. CAPINIG

KAREN BERNADETTE B. BORRES

Food Committee:Chairman

GINA ENOYA

VIVAP CARTAGENA

BREGIDO TAPO

GLIMMER BANCOYO

RAMIL DELA PEÑA

Safety and Security: Chairman RAMIL VISTO

JUSTINE CAJES

REVENTOR ESTRELLA

RODEL VISTO

Technical Chairman

CHRISTIAN DAOHOG

JESSIE IVAN GASPAR

NIDA MANDAWÉ

Logistics (Transporation)

Chairman CYRIL JAMES CASINILLO

MICHAEL SARILLA

MARLON FILIPINO

EDWIN JERUSALEM



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1.	ROY ANGELO E. GAZO	SDS	
2.	AUDIE S. BORRES	ASDS	
3.	ROSALIO R. VITORILLO	CHIEF, SGOD	
4.	JEAN S. MACASERO	CHIEF, CID	
5.	SHIRLEY A. MERIDA	PSDS/ASST. CHIEF	
6.	ROMEO B. ACLO	EPS/ASST. CHIEF	
7.	MA. ANGELINA H. BUCAD	OSDS	
8.	ARABELLA G. LABIAL	OSDS	
9.	CHARISE MAY D. RECIÑA-CEBRIAN	OASDS	
10.	ALMIRA K. REYES	BAC	
11.	JENNIFER B. DADOLE	BAC	
12.	BRYAN F. PASIGAY	BAC	
13.	LAURENCE EDGARDO A. DEL PUERTO	LEGAL	
14.	LOUISA EDEN A. DEL PUERTO	LEGAL	
15.	JAMES ROBERTO Z. SIJO	IT	
16.	NIDA D. MANDAWA	IT	
17.	JESSIE IVAN GASPAR	IT	
18.	CHRISTIAN P. DAOHOG	IT	
19.	RISA BEA SOCORRO BORRES	ADMIN	
20.	LOUIE B. BANAAG	PAYROLL	
21.	DARLENE B. PALAMINE	PAYROLL	
22.	ANNA MARIE LARANGJO	PAYROLL	
23.	ANGELA VINCENT T. CORRALES	PERSONNEL	
24.	KURT CELICA A. BACAS	PERSONNEL	
25.	EFREN B. FACUN	PERSONNEL	
26.	MA. JO-IAN ROSE CHATTO	PERSONNEL	
27.	BEATRIZ G. ALILIN	PERSONNEL	
28.	KHAROL YAMOMO	PERSONNEL	
29.	CHRISTIAN RAY D. DALOS	PERSONNEL	
30.	CHRISTY AMOR AMOGUIS	PERSONNEL	
31.	GODFREY ANTHONY T. SEROJALES	PERSONNEL	
32.	MARYGENE FILIPINO	PERSONNEL	
33.	GEMMA P. PAJAYON	CASHIER	
34.	MARIVEL O. PATES	CASHIER	
35.	KRISTIAN B. MURILLO	RECORDS	
36.	NIKKA T. GEOTURO	RECORDS	
37.	MARGELIE FE M. VIAJEDOR	RECORDS	
38.	TRICIA PAÑA	ADMIN	
39.	IGNACIO A. GABULE JR.	SUPPLY	
40.	NOELFRED B. BALAROTE	SUPPLY	
41.	NIEL MIECHAE S. PARRO	SUPPLY	
42.	CYRIL JAMES B. CASINILLO	DRIVER	
43.	EDWIN JERUSALEM	DRIVER	
44.	MICHAEL B. SARILLA	DRIVER	
45.	MARLON FILIPINO	DRIVER	
46.	MARILOU F. NAVAJA	BUDGET	
47.	RYAN C. SAMBAAN	BUDGET	
48.	DONNACELLE F. ERNACIO	BUDGET	
49.	ARNEL A. CALUBAG	ACCOUNTING	
50.	FAITH CADAPOS	ACCOUNTING	
51.	EDWIN CARL N. CANIOS	ACCOUNTING	
52.	CHARISSE C. UDANG	ACCOUNTING	
53.	KAREN BERNADETTE B. BORRES	ACCOUNTING	
54.	JOHN ERROL P. CAPINIG	ACCOUNTING	
55.	CENISA B. BARUEL	ACCOUNTING	
56.	HAZEL JOY P. ZAMBRANO	ACCOUNTING	
57.	RUBIE MAE R. SADICON	ACCOUNTING	
58.	CATHERINE G. OCATE	ACCOUNTING	
59.	RAY IAN V. BERNALDEZ	ACCOUNTING	
60.	JONATHAN BASANGAN	ACCOUNTING	
61.	VANESSA AMOMONPON	ACCOUNTING	
62.	JERECHO JAKE ROA	ACCOUNTING	
63.	SHEILA MAE BLANCO	ACCOUNTING	
64.	KENNAN JOSEPH B. ESPIRITU	ACCOUNTING	
65.	EYZAVILLE MONTEZA	COA	
66.	JANE VASALLO	COA	
67.	RAMIL DELA PEÑA	ADMIN	
68.	CINDY LAGAT	ADMIN	
69.	RODEL VISTO	GUARD	
70.	RAMIL VISTO	GUARD	
71.	GLIMMER BANGCOYO	ADMIN	
72.	BREGIDO P. TAPO JR.	ADMIN	
73.	REVENTOR L. ESTRELLA	GUARD	
74.	JUSTIN CAJES	GUARD	
75.	JOANNE A. DELA ROSA	ADMIN	
76.	GINA ENOYA	ADMIN	
77.	VIVAP CARTAGENA	ADMIN	
78.	ANGELO C. RODRIGUEZ JR	ICT SUPPORT	
79.	RONN VINCENT U. TAN-AWON	ICT SUPPORT	