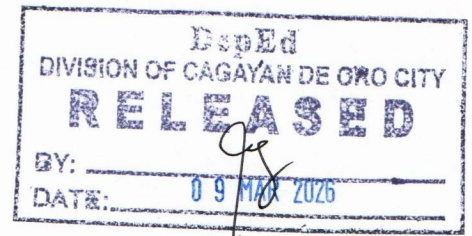




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

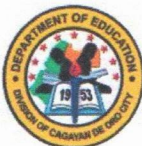
24 Feb 2026

DIVISION MEMORANDUM
No. 266 s.2026

**ADDENDUM TO THE 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) on March 12-14, 2026 at Villa Paraiso, Mambajao, Camiguin. 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:

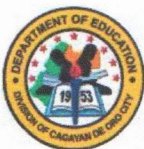
- Administrative Services (Personnel, Records, Cash, Supply)
 - Finance Services (Budget and Accounting)
 - Legal Unit
 - ICT Unit
 - Procurement Services Unit
4. In compliance with current protocols, the specific venue, exact date, and detailed schedule of activities will be issued in a subsequent Addendum 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:

DM070-OSDS-PS-AVC / DIVISION MEMORANDUM PIR
February 24, 2026

Enclosure 1: Activity Matrix



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2026 OSDS Program Implementation Review

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)	AVP
	Opening Remarks	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

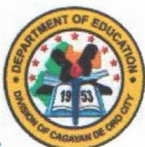
END OF DAY 1

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	



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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 MANDAWA

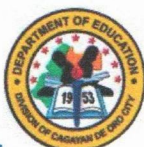
Logistics (Transporation)

Chairman CYRIL JAMES CASINILLO

MICHAEL SARILLA

MARLON FILIPINO

EDWIN JERUSALEM



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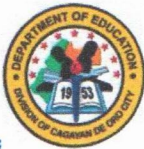
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75. JULES ERWIN MORANO - COA
76. DEO MARTIN PLAZA - COA
77. WINSTON P. CEBRIAN - DRIVER
78. PACILI P. YAÑEZ - NURSE



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