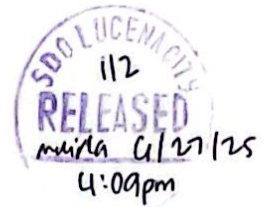




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF LUCENA CITY



24 Jun 2025

DIVISION MEMORANDUM

No. 242, s. 2025

**2ND QUARTER PROGRAM IMPLEMENTATION REVIEW
CUM MANAGEMENT REVIEW**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Unit Heads
Program Owners
All Others Concerned

1. In reference to Division Memorandum No. 148, s. 2025 dated April 8, 2025, titled “2025 Quarterly Division Program Implementation Review (PIR) and Management Review,” this Office announces the conduct of the **2nd Quarter Program Implementation Review cum Management Review on July 3–4, 2025 at View Park Hotel, Tagaytay City.**
2. This activity aims to:
 - a. review the Strategic Directions of the Division Education Development Plan (DEDP);
 - b. provide a platform to examine the implementation of Division Programs, Projects, and Activities (PPAs), and make necessary adjustments; and
 - c. enhance the Quality Management System of SDO – Lucena City.
3. Participants are selected division personnel. Attached are the following documents:
 - a. List of Participants
 - b. Matrix of Activity
 - c. Technical Working Group
 - d. Van Assignment
 - e. Room Assignment
4. Participants are required to bring their own laptops and extension cords. They must also bring their planning documents (Action Plans) and Means of Verification of Accomplishment (e.g. Monitoring Report, Activity Completion Report). Soft copies must be uploaded at <https://tinyurl.com/DIVISION-MOVS-2025> on or before the conduct of the activity.
5. Departure time is scheduled at 5:00 AM. The first meal to be served will be AM snacks.

6. For further queries and clarification, you may contact **School Management Monitoring and Evaluation - Pascual C. La Rosa Jr., SEPS, SMME** and **Karen Jane P. Montero, EPS – II, SMME** at **SGOD Telephone No. (042) 421-4161 Local 234**.
7. Immediate dissemination of this Memorandum is desired.


SUSAN D.L. ORIBIANA
Schools Division Superintendent

Encl: List of Participants, Matrix of Activity and Technical Working Group, Van Assignment, and Room Assignment

Reference: Division Memorandum No. 148, s. 2025 - 2025 QUARTERLY DIVISION PROGRAM IMPLEMENTATION REVIEW (PIR) AND MANAGEMENT REVIEW

SGOD/SMME	/	KJPM	/	DM - 2ND QUARTER PROGRAM IMPLEMENTATION REVIEW
073	/	06/24/2025		CUM MANAGEMENT REVIEW

Enclosure 1: List of Participants**Office of the Schools Division Superintendent**

No.	Name	Sex	Position
1	Susan DL. Oribiana	F	SDS
2	Edenia O. Libranda	F	ASDS
3	Mirella D. Talabong	F	ADAS III
4	Glenna Habito	F	HRMO
5	Ana Karmela S. Amante-Vergara	F	Legal Officer, IQAT Team Lead
6	Benjie C. Rivera	M	Administrative Officer V,
7	Cristina B. Rogelio	F	ITO, KMT Team Lead
8	Erwin Montes	M	Administrative Officer IV
9	Ma. Katherine A. Panganiban	F	Administrative Officer V
10	Rhea G. Mojica	F	Accountant III
11	Ma. Eleonor A. Pinza	F	Administrative Officer IV
12	Aloysius D. Cabana	M	Administrative Officer IV
13	Isidro Zoleta	M	Driver
14	Jayson Ricohermoso	M	Driver
15	Carmelo Jimenez	M	Driver

Curriculum Implementation Division

	Name	Sex	Position
16	Rey Mark R. Queaño	M	PSDS, Deputy QMR
17	Myla K. Mendiola	F	EPS & OIC-CID
18	Larrywel Enriquez	M	PSDS - ALS
19	Eden Reazo	F	OIC EPS- EsP
20	Dr. Leonora Fe Malabonga	F	EPS – ENGLISH
21	Dr. Erwin S. Abrencillo,	M	EPS - SCIENCE
22	Dr. Dexter M. Valle	M	EPS - MATHEMATICS
23	Dr. Rowela M. Caperina	F	EPS - KINDER
24	Joey Jader	M	EPS - MAPEH

25	Nancy D. La Rosa	F	PSDS
26	Myles Dapol	F	EPS-II ALS
27	Hernando Cortez	M	EPS-TLE

School Governance and Operations Division

	Name	Sex	Position
28	Dr. Epifania F. Carandang	F	SGOD Chief
29	Dr. Karina R. Bautista	F	Education Program Supervisor
30	Rolan B. Catapang	M	SEPS, Human Resource Development
31	Dr. Belen M. Andal	F	SEPS, Social Mobilization & Networking
32	Pascual C. La Rosa Jr.	M	SEPS, SM. Monitoring & Evaluation
33	Karen Jane P. Montero	F	EPS II, SMME
34	Marck Andro E. Bernabe	M	Planning Officer III
35	Rosebelle Castrillo	F	PDO-I YFP, LRPO Focal
36	Donna L. Malasarte	F	PDO I QMS and RMT Secretariat
37	Mary Cleire Miguel	F	SEPS-Research
38	Yvan Jonas A. Tolentino	M	Nurse II
39	Dr. Janel Romasanta	F	Medical Officer III
40	Dr. Shiela Mae Ursolino	F	Dentist II
41	Preciosa Marie T. Alba	M	PDO -II, DRRM
42	Engr. Joam M. Alcantara	M	Engr III

Enclosure 2: Matrix Of Activity

TIME	ACTIVITY	PERSON-IN-CHARGE
DAY 1 (July 3, 2025)		
5:00 – 9:00 AM	Travel Time	
9:00 – 9:30 AM	Registration	Donna L. Malasarte PDO-I
9:30 – 10:00 AM	Opening Program Philippine National Anthem Prayer Message	AVP Susan DL. Oribiana SDS
10:00 – 10:30 AM	Report / Updates on the Budget Accountability	Ma. Katherine A. Panganiban Budget Officer
10:30 – 11:00 AM	Report / Updates on the Budget Utilization	Ma. Katherine A. Panganiban Budget Officer
11:00 – 11:30 AM	Report / Updates on the Bids and Awards Committee	Atty. Anna Karmela Amante- Vergara Legal Officer III
11:30 AM – 12:00 NN	Review of the Annual Implementation Plan 2025	Marck Andro E. Bernabe Planning Officer III
12:00 – 1:00 PM	HEALTH BREAK	
1:00 - 1:30 PM	Program Implementation Review of SGOD	Dr. Epifania F. Carandang Chief Education Supervisor, SGOD
1:30 – 2:00 PM	Management Responses and plan Adjustments for SGOD Projects	Top Management
2:00 – 2:30 PM	Program Implementation Review of CID	Myla K. Mendiola OIC- Chief Education Supervisor, CID
2:30 – 3:00 PM	Management Responses and Plan Adjustments for CID Projects	Top Management
3:00 – 3:15 PM	HEALTH BREAK	
3:15 – 3:45 PM	Program Implementation Review of OSDS	Unit Heads
3:45 – 4:15 PM	Management Responses and plan Adjustments for OSDS Projects	Top Management

4:15- 4:30 PM	Synthesis	Pascual C. La Rosa Jr. SEPS, M&E
4:30 – 5:00 PM	Other Concerns and Closing Remarks	Top Management

TIME	ACTIVITY	PERSON-IN-CHARGE
DAY 2 (July 4, 2025)		
8:00 – 8:30 AM	MOL	-
MANAGEMENT REVIEW PROPER		
9:00 –9:15 AM	Call to Order, Roll Call and Declaration of Quorum	SDS
9:15 – 9:20 AM	Approval of the Proposed Agenda	ASDS or QMR
9:20 – 9:30 AM	Status of actions from previous management committee meeting (9.3.2 a)	ASDS or QMR
9:30-10:00 AM	Status of Planning Documents SWOT Risk Registry Opportunity Registry (9.3.2 b)	QMR, Lead, RMT, and Process Holders
10:00-10:30 AM	Customer satisfaction and feedback (9.3.2 c1)	Office of the SDS/ CFT
10:30-11:00 AM	Status of OPCR (9.3.2 c2)	Functional Division Chiefs and Unit/Section Heads/ PMT
11:00-11:30 AM	Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3)	SMME
11:30-12:00 NN	Status of nonconformities and Request for Actions (9.3.2 c4)	Functional Division Chiefs and Unit/Section Heads/ IQAT
12:00 – 1:00 PM	HEALTH BREAK	
1:00-1:30 PM	Monitoring and measurement results - Updates on the improvement on Operations Manuals; MEA-PIR (9.3.2 c3 & 5)	SMME, Lead KMT
1:30-2:00 PM	Internal Quality Audit results and COA Findings (if applicable) (9.3.2 c6)	Lead, IQA Team COA Results – Finance, Property & Supply
2:00-2:30 PM	Performance of external providers (9.3.2 c7)	Property & Supply

2:30-3:00 PM	Adequacy of resources (9.3.2 d)	Lead, QWT w/ functional Division Chiefs and Unit/Section Heads
3:00-3:30 PM	Risk Monitoring & Review results (9.3.2 e)	Lead, RMT
3:30-4:00 PM	Opportunities for Improvement (9.3.2 f)	QMR, Lead TAT, Functional Division Chiefs and Unit/Section Heads
4:00 PM	Adjournment / Closing Program	SDS
4:00 PM ONWARDS	TRAVEL TIME	

PASCUAL C. LA ROSA JR.
Master of Ceremony

Enclosure 3: Technical Working Group

Technical Working Group	
Program and Invitation Committee	Pascual C. La Rosa Jr.
Registration Committee	Yvan Jonas A. Tolentino Carlo Joseph V. Castillo
Certificates Committee	Karen Jane P. Montero
Physical Arrangement Committee	c/o Hotel
Sound System and Technical Committee	c/o Hotel
Food & Refreshment Committee	Karen Jane P. Montero
Evaluation Committee	Pascual C. La Rosa Jr.
Documentation Committee	Sheila Mae Ursolino Donna L. Malasarte
Health and Wellness Committee	Yvan Jonas A. Tolentino

Enclosure 4: Van Assignment

Pick-up:

- Driver: Carmelo Jimenez
- Passenger: Susan DL. Oribiana

DepEd Van (White):

- Driver: Isidro Zoleta
- Passengers:
 1. Edenia O. Libranda
 2. Ma. Katherine A. Panganiban
 3. Rhea G. Mojica
 4. Mirella Talabong
 5. Maria Eleanor A. Pinza
 6. Atty. Ana Karmela S. Amante-Vergara
 7. Glenna M. Habito
 8. Cristina B. Rogelio
 9. Aloysius Cabana

Black Van:

- Driver: Jayson Ricohermoso
- Passengers:
 1. Myla K. Mendiola
 2. Larrywel Enriquez
 3. Rowela Caperiña
 4. Leonora Fe Malabonga
 5. Nancy D. La Rosa
 6. Mylene R. Dapol
 7. Eden E. Reazo
 8. Jayson Ricohermoso
 9. Hernando Cortez

Additional Van:

- Passengers:
 1. Dr. Epifania F. Carandang
 2. Dr. Karina R. Bautista
 3. Marck Andro E. Bernabe
 4. Karen Jane P. Montero
 5. Mary Cleire Miguel
 6. Yvan Jonas A. Tolentino
 7. Belen M. Andal
 8. Shiela Mae Ursolino
 9. Janel Romasanta

Private Vehicle:

- Pascual C. La Rosa, Jr
- Preciosa Marie T. Alba
- Donna Malasarte
- Rosebelle F. Castrillo
- Rolan Catapang
- Erwin Abrencillo
- Joey L. Jader
- Dexter M. Valle
- Rey Mark R. Queano
- Joam M. Alcantara
- Erwin M. Montes
- Benjie C. Rivera

Enclosure 5: Room Assignment

OLD BUILDING				
NO.	NAME OF PARTICIPANTS	SEX	UNIT	ROOM #
1	Susan DL. Oribiana	F	OSDS	1
2	Edenia O. Libranda	F	OSDS	2
3	Ma. Katherine A. Panganiban	F	OSDS	3
4	Rhea G. Mojica	F	OSDS	
5	Maria Eleanor A. Pinza	F	OSDS	
6	Mirella Talabong	F	OSDS	4
7	Glenna M. Habito	F	OSDS	
8	Mylene R. Dapol	F	CID	5
9	Rowela Caperiña	F	CID	
10	Leonora Fe Malabonga	F	CID	
11	Nancy D. La Rosa	F	CID	6
12	Myla K. Mendiola	F	CID	
13	Eden E. Reazo	F	CID	
14	Erwin Abrencillo	M	CID	7
15	Joey L. Jader	M	CID	
16	Larrywel Enriquez	M	CID	
17	Hernando Cortez	M	CID	
18	Isidro Zoleta	M	OSDS	8
19	Jayson Ricohermoso	M	OSDS	
20	Carmelo Jimenez	M	OSDS	
21	Joam M. Alcantara	M	SGOD	

NEW BUILDING				
NO.	NAME OF PARTICIPANTS	SEX	UNIT	ROOM #
22	Belen M. Andal	F	SGOD	1
23	Atty. Ana Karmela S. Amante-Vergara	F	OSDS	
24	Cristina B. Rogelio	F	OSDS	
25	Benjie C. Rivera	M	OSDS	4
26	Erwin M. Montes	M	OSDS	
27	Aloysius Cabana	M	OSDS	
28	Dexter M. Valle	M	CID	5
29	Rey Mark R. Queano	M	CID	
30	Marck Andro E. Bernabe	M	SGOD	
31	Dr. Epifania F. Carandang	F	SGOD	6
32	Dr. Karina R. Bautista	F	SGOD	
33	Karen Jane P. Montero	F	SGOD	
34	Preciosa Marie T. Alba	F	SGOD	7
35	Donna Malasarte	F	SGOD	
36	Rosebelle F. Castrillo	F	SGOD	
37	Mary Cleire Miguel	F	SGOD	8
38	Shiela Mae Ursolino	F	SGOD	
39	Janel Romasanta	F	SGOD	

40	Yvan Jonas A. Tolentino	M	SGOD	9
41	Pascual C. La Rosa, Jr	M	SGOD	
42	Rolan Catapang	M	SGOD	