



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **11-363**s, 2025

To: Assistant Schools Division Superintendent
Division Chiefs
All others concerned
This Division

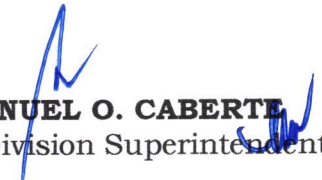
**CONDUCT OF ANNUAL PROGRAM IMPLEMENTATION REVIEW, CRAFTING OF
ANNUAL ACCOMPLISHMENT REPORT, AND BUDGET PREPARATION FOR
FISCAL YEAR 2026**

1. The Annual Program Implementation Review (PIR), Crafting of the Annual Accomplishment Report (AAR), and Budget Preparation for Fiscal Year 2026 of the Department of Education, Schools Division of Siargao, is a vital institutional process that ensures alignment between the Division's priorities and the overarching goals of the Department of Education. This undertaking serves as a mechanism to review the effectiveness of implemented programs, projects, and activities (PPAs) for the current year, assess their impact on the delivery of quality education, and identify gaps that require policy or operational interventions.
2. In view of the foregoing, this office shall conduct the Annual PIR, Crafting of AAR 2025, and Budget Preparation for FY 2026 on **November 17-20, 2025** at **Philippine Gateway Hotel, Surigao City, Surigao del Norte**.
3. The activity aims to assess the gains of the programs, projects, and activities (PPAs) implemented in Calendar Year 2025, evaluate the implementation of the PPAs, and plan for the activities and budget execution for Fiscal Year 2026.
4. All functional division chiefs and Administrative Officer V of this division are directed to lead all focal persons and unit heads during the pre-work for the said activity. They shall also work on the **Program Implementation Report 2025 Presentation** and **Annual Accomplishment Report 2025 per Functional Division** which templates shall be provided by the Planning Office, individual and office **Work and Financial Plans 2025** using the 2024 template, **Market Scoping, Project Procurement Management Plan using the template for PPMP** as stipulated in the new procurement law.
5. Participants in this activity are attached in the Annex 1 of this memorandum. All identified participants are advised to travel going to the venue and take the earliest trip via ferry on November 17, 2025 as the activity is set to start at 9:00AM on the same day. **There shall be no proxy allowed.**



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6. This is a live-in activity. Check-in time shall be at 12:00nn of the first day while check-out time shall be at 12:00nn of November 21, 2025.
7. All expenses incurred in this activity shall be charged against Division MOOE subject to the existing accounting and auditing rules and regulations.
8. For immediate dissemination to, guidance, and compliance of all concerned.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: As stated

Reference: As stated

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

BUDGET PREPARATION STRATEGIC PLANNING PIR AAR 2025

SGOD/rsoraliza

11/07/25



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ANNEX 1. LIST OF PARTICIPANTS FOR THE CONDUCT OF ANNUAL PROGRAM IMPLEMENTATION REVIEW, CRAFTING OF ANNUAL ACCOMPLISHMENT REPORT, AND BUDGET PREPARATION FOR FISCAL YEAR 2026

NO	NAME	POSITION	SEX	
			Male	Female
A.	OSDS			
1	MANUEL O. CABERTE	SDS	/	
2	ROEL T. DIAMANTE	ASDS	/	
3	CARLO BORRIS ORALIZA	AO IV	/	
4	JOHN ERIC A. JABINES	ITO	/	
5	MALOU S. OMOSAY	AO V		/
6	ROCHELL M. BONCAROS	AO IV		/
7	GENESIS A. ARCULAR	AO IV	/	
8	LOUELA G. VILLEGAS	AO V-Budget Officer		/
9	MARICRIS O. SULAPAS, CPA	Accountant III		/
10	REYCELLE E. AGATEP	AO IV		/
11	FRANCIS ALBERT C. GOLO	AO IV	/	
B.	SGOD		Male	Female
12	HAREM L. TARUC, PHD	Chief ES		/
13	JOSELITO T. TOKONG	EPS	/	
14	REGGY ASUPRE	SEPS	/	
15	CATHERINE B. LANDAO	EPS II		/
16	FEROSANA D. TESIORNA	SEPS/TWG		/
17	LOWELA B. ESPANTO	EPS II/TWG		/
18	REINER S. ORALIZA	SEPS/TWG	/	
19	ISAGANI B. CALIDGUID	PO III	/	
20	GLENDA R. DADAP	PDO I		/
21	CHRISTINE JOY S. CAMINGUE	PDO I		/
22	AQUINO D. GARCIA	SEPS/TWG	/	
23	LOUWYN E. GUBATON	EPS II		/
24	ENGR. NEIL T. ESPENIDO	ENGINEER III	/	
25	DAVE A. BETITA	COS	/	
26	HAIDY ARCIGA	NURSE II		/
27	JUVY ARREZA	NURSE II		/
28	JEORLYN GOPICO	NURSE II		/
29	ROSYNETTE LIBAY	NURSE II		/
30	PILARITA POMOY	NURSE II		/
31	JONATHAN TAYAPAD	NURSE II	/	
32	BEBIE GRACE G. JOAQUINO	NURSE II		/
33	CARL CHRISTIAN T. TAN	NURSE II	/	



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34	JOE PETE TIU	NURSE II	/	
35	CHRISTOPHER LEVIN B. PENA	COS/TWG	/	
C.	CID		Male	Female
36	GEMNA G. POBE, EDD, DPA	Chief ES		/
37	FERNANDO A. DONES, JR	EPS/TWG	/	
38	RELYN D. RAZA	EPS		/
39	ELIAS G. BRINA	EPS	/	
40	FLORANGEL S. ARCADIO	EPS		/
41	RANDY A. RUDILA	EPS	/	
42	MARITES T. PENERA	EPS		/
43	LUZ SANDRA R. FERNANDEZ	EPS		/
44	NENIEL DUMANJOG	PSDS	/	
45	LEAH G. MONES	PSDS		/
46	ROLANDO S. SAPURAS	PSDS	/	
47	KATHLEEN M. JORNALES	PSDS		/
48	EMILIE C. POMOY	PSDS		/
49	REGEMIE A. ALBURO	PSDS		/
50	JULIUS P. TESIORNA	PSDS	/	
51	MARITES M. PETALLO	PSDS		/
52	JOSEPH D. SOLANA	PSDS	/	
53	GIRLIE JOI BAMBA C. SANICO	PSDS		/
54	SARACHEN L. SANGCO	PSDS		/
55	MARISSA L. CUARESMA	EPSA II		/
56	RAQUEL T. GEMPARO	EPSA II	/	