



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

March 23, 2026

**DIVISION MEMORANDUM**

No. 156, s. 2026

**HYBRID CONDUCT OF SCHOOL/SUB-OFFICE/DIVISION MONITORING,  
EVALUATION, AND PLAN ADJUSTMENTS FOR 2<sup>nd</sup> QUARTER OF FISCAL  
YEAR 2026 (1<sup>st</sup> – 4<sup>th</sup> QUARTER OF SY 2025-2026)**

**TO:** Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Schools Division Office of Batangas Province through the School Governance and Operations Division announces the conduct of Monitoring, Evaluation, and Plan Adjustments (MEPA) at various governance levels on the following dates:

<b>ACTIVITY</b>	<b>DATE</b>
School Monitoring, Evaluation, and Plan Adjustment (SMEPA)	March 26-27, 2026
Sub-Office Monitoring, Evaluation, and Plan Adjustment (Sub-MEPA)	April 20-22, 2026
Division Monitoring, Evaluation, and Plan Adjustment (DMEPA)	May 12, 2026

2. The activity aims to continuously generate and provide necessary data and information that will serve as essential inputs for decision-making processes to improve the following:

- Organizational performance for the efficient and effective delivery of basic education services and the fulfillment of the Department mandates;
- Implementation of PPAs at various governance levels to achieve desired outputs and sustain education outcomes;
- Organizational health and performance which will serve as the basis in determining appropriate strategies and interventions to enhance organizational effectiveness, efficiency, and resource support.

3. School heads are expected to present their accomplishment during the SMEPA with the presence of teachers, SGC, PTA, student representatives and other stakeholders.



Republic of the Philippines  
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REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

4. The Public Schools District Supervisors (PSDSs) in their respective sub-offices shall facilitate the conduct of the Sub-MEPA.
5. The SMEPA/Sub-MEPA report shall focus on the following pillars of the QBEDP:
  - a. Access
  - b. Equity
  - c. Quality
  - d. Resiliency and Well-Being
6. The report shall consist of the following four phases:
  - a. baseline data
  - b. implementation of PPAs
  - c. evaluation
  - d. progress reporting/results analysis
7. PSDSs shall present the consolidated findings of (**1<sup>st</sup> - 4<sup>th</sup> Quarter of SY 2025-2026**) during the DMEPA using the Sub-MEPA presentation flow. The presentation may include significant **issues and concerns** not indicated in the proposed template but relevant to the MEPA activity.
8. The School Head shall download the template from the provided link <https://tinyurl.com/DMEPA-May-2026> to serve as a guide in gathering the required data for submission to their respective sub-offices. Each sub-office shall then consolidate the submitted school data using the prescribed template, which will guide the Sub-MEPA presentation. The consolidated sub-office template shall be uploaded through the designated link <https://tinyurl.com/DMEPA-2026-Repository> on or before **April 27, 2026**, to provide the SDO team with an advance copy for reference during the DMEPA proper.
9. Further details regarding the Division Monitoring, Evaluation, and Plan Adjustment will be released through a separate memorandum.
9. Immediate dissemination of and compliance with this Memorandum is directed.

  
**MARITES A. IBANEZ, CESO V**  
Schools Division Superintendent 

CVS/HYBRID CONDUCT OF SCHOOL/SUB-OFFICE/DIVISION MONITORING, EVALUATION, AND PLAN ADJUSTMENTS FOR 2nd QUARTER OF FISCAL YEAR 2026 (1<sup>st</sup>-4<sup>th</sup> QUARTER OF SY 2025-2026)/ R2-10046/ 3-23-2026



**Address:** Provincial Sports Complex, Bolbok, 4200 Batangas City  
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SCHOOLS DIVISION OF BATANGAS

**Enclosure A:** Detailed Contexts of Each Pillar and its Various Facets

**a. Access**

1. Enrolment per Key Stage (EOSY 2024-2025 vs BOSY 2025-2026) including SPED, IPED, Madrasah, etc.)  
Explain the increase and decrease trends
2. Dropout (per key stage) (1<sup>st</sup> – 4<sup>th</sup> Quarter of SY 2025-2026)
3. PPAs addressing the mentioned indicators under Access
4. Comparative analysis of M&E results for future plans

**b. Equity**

1. PPAs addressing the needs of school-age children, youth, and adults in situation of disadvantage (SPED, IPED, children in conflict, etc.)
2. M&E of learning resources of the disadvantaged children

**c. Quality**

1. Number/percentage of non-readers by key stage
2. Number/percentage of non-numerates by key stage
3. MPS of learning areas per key stage of (1<sup>st</sup> – 4<sup>th</sup> Quarter of SY 2025-2026)
4. Number of learners with failing grades in different learning areas (male and female) (1<sup>st</sup> – 4<sup>th</sup> Quarter of SY 2025-2026)
5. PPAs addressing the mentioned indicators under Quality
6. Results after the M&E period (Which schools should be prioritized? What technical assistance should they need?)

**d. Resiliency and Well-Being**

1. Number/percentage of learners who reported violence committed against them by other learners (bullying) or adults (child abuse) per key stage based on intake sheets of schools
2. Nutritional status per key stage (1<sup>st</sup> – 4<sup>th</sup> Quarter of SY 2025-2026)
3. PPAs addressing the mentioned indicators under Resiliency
4. Initial plans with the actual results after M&E

**e. Enabling Mechanism (Governance)**

1. Status of Self-Assessed SBM as of March 2026
2. Percentage of financial contribution of international and local grant development partners including adopt a school and Brigada Eskwela)
3. Special Education Fund (SEF) utilization rate
4. MOOE utilization (1<sup>st</sup> – 4<sup>th</sup> Quarter of SY 2025-2026)
5. Target progress reports through M&E

**f.** Implementation gaps/issues (if any) for each PPA under 4 pillars

**g.** Facilitating and Hindering factors on PPAs implementation under 4 pillars

**h.** Proposed interventions/Catch-up Plans for each PPA under 4 pillars

**i.** M&E result of each PPA under 4 pillars

**j.** Best practices under 4 pillars (if any)



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REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

Attachment A

**HYBRID CONDUCT OF DIVISION MONITORING, EVALUATION, AND PLAN  
ADJUSTMENTS FOR 2<sup>nd</sup> QUARTER OF FY 2026  
(1<sup>st</sup>- 4<sup>th</sup> QUARTER OF SY 2025-2026)**

Participants – **SDS, ASDS, Div. Chiefs, EPSs, Senior Education Program Specialist, Education Program Specialist, AO V, Division Engineer, Division Planning Officer, PDO II (DRRM), and PSDSs**

Inclusive Date & Time: **May 12, 2026 @ 8:00 am onwards**

NO.	NAME	SEX	OFFICE / DIVISION / SECTION	POSITION
<b>May 12, 2026</b>				
1	MARITES A. IBANEZ	F	OSDS	SDS
2	RHINA O. ILAGAN	F	OSDS	ASDS
3	JOFIT P. DAYOC	M	OSDS	ASDS
<b>CD 1 with TEAM 1-CALATAGAN SO</b>				
1	RIZA C. GUSANO	F	BALAYAN EAST	PSDS
2	PLACIDA G. DELA VEGA	F	BALAYAN WEST	PSDS
3	ELEAZAR C. MAGSINO	M	CALATAGAN	PSDS
4	AVELINO B. MORTEL	M	LEMERY	PSDS
5	PEDRO D. DE LOS REYES	M	LIAN	PSDS
6	AVELINA O. GAA	F	NASUGBU EAST	PSDS
7	GREGORIO V. MENESES	M	NASUGBU WEST	PSDS
8	CONIE C. HERNANDEZ	F	TAAL	PSDS
9	RONALDO L. SEVILLA	M	TUY	PSDS
<b>CD 2 with TEAM 2-SAN PASCUAL SO</b>				
1	MARIO B. MARAMOT	M	SGOD	OIC-Chief ES
2	JIMMY J. MORILLO	M	CID	EPS I
3	LOU C. PANALIGAN	M	OSDS	AO V
4	MICHAEL B. ULARTE	M	CID	EPS I
5	ARIS U. DIMAANO	M	P&R	Planning Officer III
6	LEONCIA B. MARAMOT	F	HRD	EPS II
<b>CD 2 with TEAM 2-SAN PASCUAL SO</b>				
1	EMITERIA B. VILLAMOR	F	BAUAN EAST	PSDS
2	AURELIA A. AGUILA	F	BAUAN WEST	PSDS
3	JULITA E. ILAGAN	F	LOBO	PSDS
4	LUISITO L. CANTOS	M	MABINI	PSDS
5	ANIANO I. HERNANDEZ	M	SAN LUIS	PSDS
6	BERNARDA M. REYES	F	SAN PASCUAL	PSDS
7	RODRIGO S. CASTILLO	M	TINGLOY	PSDS



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1	LORETA V. ILAO	F	CID	EPS I
2	MA. LETICIA JOSE C. BASILAN	F	CID	EPS I
3	CORA V. SAMSON	F	SGOD	SEPS
4	MACARIA CARINA C. CARANDANG	F	CID	EPS I
5	ELIZABETH R. TOLENTINO	F	CID	EPS I
6	JESSA S. GUERRA	F	SMME	EPS II
<b>CD 3 with TEAM 3- MALVAR SO</b>				
1	MARIA MELISSA M. ARIOLA	F	AGONCILLO	PSDS
2	MARY JANE M. GONZALES	F	ALITAGTAG	PSDS
3	NANCY D. LUBIS	F	BALETE	PSDS
4	BABY JANET U. DIMAILIG	F	CUENCA	PSDS
5	BENILDA N. NAVARRO	F	LAUREL	PSDS
6	AGRIFINA A. DIRAIN	F	MALVAR	PSDS
7	NANCY D. LUBIS	F	MATAASNAKAHOY	PSDS
8	ANDREA M. HERNANDEZ	F	SAN NICOLAS	PSDS
9	ANTONIO M. ILAGAN	M	STA. TERESITA	PSDS
10	GINALYN U. MACARAIG	F	TALISAY	PSDS
1	ROSALINDA A. MENDOZA	F	CID	EPS I
2	JOHN ALBERT L. TIQUIS	M	ESF	Engineer III
3	EVELYN C. DE SAGUN	F	HRD	SEPS
4	MERCY R. VILLANUEVA	F	CID	EPS I
5	NENITA A. ADAME	F	CID	PSDS
6	NOAH P. DUQUE	M	SMN	EPS II
<b>CD 4 with TEAM 4-ROSARIO WEST SO</b>				
1	DAVID M. NUAY	M	IBAAN	CID Chief
2	BRAULIO D. NAPENAS	M	PADRE GARCIA	PSDS
3	LUCKY MAY L. PASIA	F	ROSARIO EAST	PSDS
4	ORLIE G. DEL MUNDO	M	ROSARIO WEST	PSDS
5	JOEL B. LUBIS	M	SAN JOSE	PSDS
6	ELLIENOR D. PENA	F	SAN JUAN EAST	PSDS
7	SARAH S. SAGUIN	F	SAN JUAN WEST	PSDS
8	ERICKSON T. GUTIERREZ	M	TAYSAN	PSDS
1	DAVID M. NUAY	M	CID	Chief ES
2	ALFRED JAMES A. ELLAR	M	CID	EPS I
3	JAMES ANGELO T. ANO	M	DRRM	PDO II
4	MARIAN L. ARIAS	F	SGOD	EPS I
5	ANABEL E. MAGALONA	F	SMN	SEPS
6	EMERSON B. DALANGIN	M	CID	Science Coordinator



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Attachment B

**HYBRID CONDUCT OF DIVISION MONITORING, EVALUATION, AND PLAN  
 ADJUSTMENTS FOR 2<sup>nd</sup> QUARTER OF FY 2026  
 (1<sup>st</sup>- 4<sup>th</sup> QUARTER OF SY 2025-2026)**

**TRAINING MANAGEMENT STRUCTURE**

**Executive Committee**

Overall Chairperson	<b>MARITES A. IBANEZ, CESO V</b> Schools Division Superintendent
Co-Chairpersons	<b>JOFIT P. DAYOC</b> Asst. Schools Division Superintendent <b>RHINA O. ILAGAN</b> Asst. Schools Division Superintendent
Members	<b>DAVID M. NUAY</b> Chief Education Supervisor, CID <b>MARIO B. MARAMOT</b> OIC - Chief Education Supervisor, SGOD <b>LOU C. PANALIGAN</b> Administrative Officer V, OSDS

<b>Task/ Committee</b>	<b>Terms of Reference</b>	<b>In-Charge</b>
Program Proponent	<ul style="list-style-type: none"> <li>➤ Spearheads in the planning of the program and dissemination of Memorandum</li> <li>➤ Secures approval of proposal</li> <li>➤ Leads in the conduct of activity</li> </ul>	Cora V. Samson
Secretariat	<ul style="list-style-type: none"> <li>➤ Facilitates the generation of certificates after the End of Program Evaluation</li> </ul>	Leoncia B. Maramot Jessa S. Guerra
Documenter	<ul style="list-style-type: none"> <li>➤ Documents the entire implementation of the activity</li> <li>➤ Prepares the photo and narrative documentation of the PIR and furnish the Program proponent with a copy</li> </ul>	Assigned School Head per CD



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Technical Assistant	<ul style="list-style-type: none"><li>➤ Ensures availability and serviceability of the internet including powerpoint presentation, audio and peripherals</li><li>➤ Coordinates with the presenters on the slide decks of the topic/s to be presented and discussed</li><li>➤ Trouble shoots technical problems</li></ul>	Ernani A. Catapat
Program Facilitator/Moderator	<ul style="list-style-type: none"><li>➤ Facilitates the flow of the activity</li><li>➤ Entertains questions of the participants</li><li>➤ Establishes a friendly atmosphere in the session</li><li>➤ Concludes the activity</li></ul>	Assigned School Head per CD
QATAME Associate	<ul style="list-style-type: none"><li>➤ Quality assures the conduct of 1<sup>st</sup> Quarter PIR</li><li>➤ Provides QAME report and furnish the program proponent a copy</li><li>➤ Prepares the activity completion report</li></ul>	Jessa S. Guerra
Nurse	<ul style="list-style-type: none"><li>➤ Checks health issues &amp; concerns of the participants from time to time</li><li>➤ Applies first aid when necessary</li><li>➤ Prepares medical reports</li></ul>	Nurse on duty



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Attachment C

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Participants – **SDS, ASDS, Div. Chiefs, EPSs, Senior Education Program Specialist, Education Program Specialist, AO V, Division Engineer, Division Planning Officer, PDO II (DRRM), and PSDSs**

Inclusive Date & Time: **May 12, 2026 @ 8:00 am onwards**

Venue: **TBA**

**ACTIVITY IMPLEMENTATION PLAN**

TIME	ACTIVITY	IN-CHARGE
8:00 – 8:30	National Anthem, Prayer, and CALABARZON March and Batangas Hymn	AVP
	Introduction of Participants	Assigned School Head
	Welcome Message	Jofit P. Dayoc, CESE Asst. Schools Division Superintendent
	Inspirational Message	Marites A. Ibanez, CESO V Schools Division Superintendent
8:30 – 9:00	30-minute presentation per PSDS	1 <sup>st</sup> Presenter
9:00 – 9:30		2 <sup>nd</sup> Presenter
9:30 – 10:00		3 <sup>rd</sup> Presenter
10:00 – 10:30		4 <sup>th</sup> Presenter
10:30 – 10:45	HEALTH BREAK	
10:45 – 11:15		5 <sup>th</sup> Presenter
11:15 – 11:45		6 <sup>th</sup> Presenter
11:45 – 12:45	LUNCH BREAK	



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12:45 – 1:15		7 <sup>th</sup> Presenter
1:15 – 1:45		8 <sup>th</sup> Presenter
1:45 – 2:15		9 <sup>th</sup> Presenter
2:15-2:45		10 <sup>th</sup> Presenter
2:45 – 3:00	HEALTH BREAK	
3:00 – 4:00	Exit Conference	Participants
4:00 – 4:55	Closing Program	Participants
4:55 -5:00	Closing Remarks	Dr. Rhina O Ilagan ASDS



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