



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

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18 August 2025

**DIVISION MEMORANDUM**

No. 418, s. 2025

**DIVISION WORKSHOP ON THE CALIBRATION AND ALIGNMENT  
OF SCHOOL-BASED OFFICE AND INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM TO DEPED PRIORITY  
AGENDA**

- To: Assistant Schools Division Superintendents  
Chief- Curriculum Implementation Division (CID)  
Chief- Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned
1. Schools Division of Batangas through the Division Performance Management Team will hold a 3-day Division Workshop on the Calibration and Alignment of School-Based Office and Individual Performance Commitment and Review Form to DepEd Priority Agenda on August 20-22, 2025 at BSA Twin Towers, Julia Vargas corner Bank Drive, Ortigas Center, Mandaluyong City, Metro Manila.
  2. The objective of the activity is to align and calibrate office and individual performance commitment of school-based personnel based on division strategic direction and 5- point priority agenda of Department of Education.
  3. The participants to this activity are select members of the Division Performance Management Team, Public Schools District Supervisors and school-based non-teaching personnel (Enclosure 1). They are expected to be at the venue at 9:00 AM.
  4. Field participants are advised to bring the following:
    - 4.1 Laptop
    - 4.2 hard and soft copies of SY 2024-2025 OPCR/ICRF
    - 4.3 Position job description and key result areas.
  5. First meal to be served is Breakfast.
  6. This memorandum serves as Travel Order of the participants.



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7. Since August 21, 2025 was declared a Special Non-working holiday, a one-day Compensatory Time- Off shall be granted to all participants in accordance to CSC-DBM Joint Circular No. 2 s. 2004.
8. Expenses relative to the conduct of this activity shall be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of this memorandum is desired.

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

Enc. As Stated

Reference: None

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

Issuances-Division Memorandum

AUD/ DIVISION WORKSHOP ON THE CALIBRATION AND ALIGNMENT OF SCHOOL-BASED OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM TO DEPED PRIORITY AGENDA/R2-145733/08-18-2025





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Enclosure A

**DIVISION WORKSHOP ON THE CALIBRATION AND ALIGNMENT OF  
SCHOOL-BASED OFFICE AND INDIVIDUAL PERFORMANCE  
COMMITMENT AND REVIEW FORM TO DEPED PRIORITY AGENDA**

Venue: BSA Twin Towers, Julia Vargas corner Bank Drive, Ortigas Center,  
Mandaluyong City, Metro Manila  
August 20-22, 2025

**LIST OF PARTICIPANTS**

NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
1	Mario B. Maramot	M	SGOD	OIC - Chief Education Supervisor
2	Lou C. Panaligan	M	OSDS	Administrative Officer V
3	Irene Grace Q. Gonzales	F	OSDS	Administrative Officer IV
4	Joemar B. Perez	M	OSDS	Administrative Officer IV
5	Marian L. Arias	F	SGOD	Education Program Supervisor I
6	Rodrigo S. Castillo	M	CID	PSDS
7	Rosemarie A. Encarnacion	F	CID	Educ. Program Specialist II
8	Aris U. Dimaano	M	SGOD	Planning Officer III
9	Atty. Karen M. Salimo	F	OSDS	Attorney III
10	Joel B. Lubis	M	San Jose SO	PSDS
11	Aurelia A. Aguila	F	Bauan West SO	Principal IV / OIC – PSDS
12	Avelino B. Mortel	M	Lemery SO	PSDS
13	Eleazar C. Magsino	M	Calatagan SO	PSDS
14	Erickson T. Gutierrez	M	Taysan SO	PSDS
15	Mary Jane Gonzales	F	CID	PSDS
16	Nenita A. Adame	F	Ibaan SO	PSDS
17	Riza Gusano	F	Balayan East SO	PSDS
18	Agrifina A. Dirain	F	Malvar SO	PSDS
19	Movita O. Cruzat	F	As-is IS	Principal IV
20	Louie Alvarez	M	Lemery Pilot ES	Principal III





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21	Athena Rivera	F	San Pascual NHS	Principal IV
22	Jovita M. Landicho	F	Bauan INAVHS	Principal IV
23	Rowena Ramirez	F	Taysan Senior HS	Principal II
24	Maria Elizabeth S. Andino	F	Pantalan SHS	Principal II
25	Matthew Alliene D. Mendoza	M	Lemery SHS	Senior High School Assistant Principal II
26	Richard A. Buena	M	Calatagan SHS	Senior High School Assistant Principal II
27	Mark Christian R. Catapang	M	Alitagtag NHS	Head Teacher III
28	Cris T. Zita	M	Dr. Juan A. Pastor Integrated National High School	Head Teacher II
29	Relyn Mae I. Dimatatac	F	Sambat ES	AO II – Elementary
30	Veronica Joyce B. Coz	F	Jacobo Zobel ES	AO II – Elementary
31	Sonie A. Concepcion	F	Bauan Technical Integrated High School	AO II – Senior HS
32	Ceazar V. Rivera	M	Pantalan SHS	AO II – Senior HS
33	Alona O. Marcos	F	Fermin La Rosa NHS	ADAS III – JHS
34	Contessa M. Rodriguez	M	Lumbangan NHS	ADAS III – JHS
35	Aivie F. Bagui	F	San Pascual CS	ADAS III – Elementary
36	Maurice Katherine S. Reyes	F	Mabini CS	ADAS III – Elementary
37	Rogelline Mae S. Delgado	F	Padre Garcia CS	ADAS II – Elementary
38	Magierose U. Del Carmen	F	San Juan East CS	ADAS II – Elementary
39	Alvin Joseph P. Estole	M	Pansol INHS	ADAS II – JHS (Disbursing Officer)
40	Romelyn S. Cabral	F	Anselmo A. Sandoval MNHS	ADAS II – JHS (Disbursing Officer)
41	Dean Michael Buenviaje	M	Fermin La Rosa NHS	ADAS II – JHS (Loan Verifier)
42	Jigson Manaois	M	Dr. Crisogono B. Ermita NHS	ADAS II – JHS (Loan Verifier)
43	Michael C. Dela Rama	M	Taysan SHS	ADAS II – SHS
44	Ivanne Via Royce Formeloza	F	Dr. Juan A. Pastor INHS	ADAS II – SHS
45	Gervin B. Punzalan	F	Balayan SHS	Registrar I
46	Madonna H. Gamboa	F	Rosario INHS	Registrar I
47	Veronica Lyra C. Hernandez	F	Padre Garcia SO	PDO I
48	Patricia Nhel San Jose	F	Taal SO	PDO I
49	Karla Marie R. Razon	F	SDO	AO II
50	Leah Dianne S. Valencia	F	SDO	AO II



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51	Jimmy J. Morillo	M	SDO	EPS I
52	Ernani A. Catapat	M	SDO	ITO I
53	Elizalde Piol	M	SDO	PDO II
54	Zhermaine D. Gonda	F	SDO	AO II
55	Sarah Jane B. Magnaye	F	SDO	ADAS III