



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

17 Sep 2026

DIVISION MEMORANDUM

No. 466, s. 2026

**FY 2026 SDO EMPLOYEE PERFORMANCE
REVIEW AND EVALUATION**

To: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- Schools Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
SDO Unit and Section Heads
All Others Concerned

1. The Schools Division of Batangas through the Division Performance Management Team will conduct the FY 2026 SDO Employee Performance Review and Evaluation on December 11-12, 2026. The venue is still to be determined and will be communicated through a separate advisory.

2. The two-day activity aims to meet the following objectives:

- a. conduct review, evaluation and rating of office and individual commitment targets based on MOVs presented;
- b. reach agreement through signing of OPCRf/IPCRf upon determining the overall rating for the actual accomplishments and results;
- c. discuss the set of competencies observed during the performance cycle which shall serve as basis for developmental planning;
- d. prepare individual development plan, set and agree on performance targets and commitments for the next year;
- e. be oriented on the implementing guidelines of Gawad Batangan as integral part of RPMS Phase 4;
- f. enlist commitment and participation to agreed deliverables and timelines.

3. Participants in this activity are all SDO personnel and employees under the three functional divisions (Enclosure 1). They are expected to be at the venue at exactly 8 AM on Day 1 (December 11). First meal to be served is breakfast.

4. To ensure smooth flow of the activity, participants are expected to bring the following:



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone: (043) 722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com



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- 4.1 Self-rated FY 2026 OPCR/IPCRR
- 4.2 FY 2026 Individual Development plan (IDP)
- 4.3 FY 2027 Target Setting documents

5. Functional Division Chiefs and Administrative Officer V of Administrative Unit are advised to prepare presentation highlighting the FY 2026 Office Performance and Commitment accomplishments per Key Result Area.

6. This memorandum shall serve as Travel Order of the participants.

7. Expenses related to the conduct of this activity shall be charged against Division MOOE funds subject to the usual accounting and auditing rules and regulations.

8. For queries and concerns, feel free to contact and send email to sdobatangas.planning@deped.gov.ph.

9. Immediate dissemination and compliance with this memorandum are expected.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Enc. As Stated

Reference: DepEd Order No. 02 s. 2015

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

Issuances-Division Memorandum

AUD/FY 2026 SDO EMPLOYEE PERFORMANCE REVIEW AND EVALUATION/R2-155881/09-17-2026



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Enclosure A

FY 2026 SDO EMPLOYEE PERFORMANCE REVIEW AND EVALUATION
December 11-12, 2026
Venue – TBD within BATANGAS

LIST OF PARTICIPANTS

A. Live-in participants

No.	Section / Unit	Last Name	First Name	Position
1	ACCOUNTING	RAMIREZ	CHUBASCO	ADMINISTRATIVE ASSISTANT III
2	ACCOUNTING	AGELION	JHECE MAE	ADMINISTRATIVE ASSISTANT II
3	ACCOUNTING	PEREZ	ABEGAIL IVY	ADMINISTRATIVE ASSISTANT II
4	ACCOUNTING	ALMINIANA	IRENE	ADMINISTRATIVE ASSISTANT III
5	ACCOUNTING	CONCEPCION	MARISOL	ADMINISTRATIVE ASSISTANT III
6	ACCOUNTING	ILAGAN	MARYJOY	ADMINISTRATIVE ASSISTANT III
7	ACCOUNTING	CORTEZ	JENNIFER	ADMINISTRATIVE ASSISTANT III
8	ACCOUNTING	FAINA	REALYN	ADMINISTRATIVE ASSISTANT III
9	ACCOUNTING	DE GUZMAN	AEZEL	ADMINISTRATIVE ASSISTANT III
10	ACCOUNTING	CATAPAT	ANGELU	ADMINISTRATIVE ASSISTANT III
11	ACCOUNTING	DINGLASAN	HAZEL	ADMINISTRATIVE ASSISTANT III
12	ACCOUNTING	LONTOC	MARY GRACE	ADMINISTRATIVE ASSISTANT III
13	ADMINISTRATIVE	SORIANO	ANGELIE MAY	ADMIN AIDE IV
14	ADMINISTRATIVE	GRANETA JR.	ARMANDO	ADMINISTRATIVE AIDE I
15	ADMINISTRATIVE	MANIMTIM	RENE	ADMINISTRATIVE AIDE I
16	ADMINISTRATIVE	PANGILINAN	RONALD	ADMINISTRATIVE AIDE I
17	ADMINISTRATIVE	PEREZ	RODOLFO	ADMINISTRATIVE AIDE I
18	ADMINISTRATIVE	SAEZ	APOLONIO	ADMINISTRATIVE AIDE I
19	ADMINISTRATIVE	MARASIGAN	MARINELLA	ADMINISTRATIVE AIDE I
20	ADMINISTRATIVE	ACLAN	FRAULIN	ADMINISTRATIVE ASSISTANT II
21	ADMINISTRATIVE	ALCONERA	IVAN RALP	ADMINISTRATIVE ASSISTANT III
22	ADMINISTRATIVE	MUNOZ	MARVIN	ADMINISTRATIVE ASSISTANT III
23	ADMINISTRATIVE	GAMBOA	AMIEL	ADMINISTRATIVE ASSISTANT III
24	ADMINISTRATIVE	PANALIGAN	LOU	ADMINISTRATIVE OFFICER V
25	ADMINISTRATIVE	MANIMTIM	RYAN NELL	JOB ORDER
26	ASDS	AGBAY	MELVIN	ADA I
27	ASDS	DIPASUPIL	ZHERMAINE	ADMINISTRATIVE OFFICER II
28	ASDS	DAYOC	JOFIT	ASST. SCHOOLS DIVISION SUPERINTENDENT
29	ASDS	ILAGAN	RHINA	ASST. SCHOOLS DIVISION SUPERINTENDENT



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30	ASDS	RAZON	KARLA MARIE	ADMINISTRATIVE OFFICER II
31	ASDS	MENDOZA	LEWIN	JOB ORDER
32	BUDGET	MACASAET	VINA	ADMINISTRATIVE AIDE VI
33	BUDGET	BISCOCHO	CINDERELA	ADMINISTRATIVE ASSISTANT III
34	BUDGET	ORTEGA	LAYNE	ADMINISTRATIVE OFFICER V
35	BUDGET	MAGSINO	JOCELYN	CLERK II
36	CASH	CANTOS	MA CHRYSSEL	ADMINISTRATIVE ASSISTANT II
37	CASH	MAGSOMBOL	ERICKA	ADMINISTRATIVE ASSISTANT II
38	CASH	ROMERO	EMER KRISTEL	ADMINISTRATIVE ASSISTANT II
39	CASH	ARELLANO	JAYSON	ADMINISTRATIVE ASSISTANT II
40	CASH	BALMES	VICENTE	ADMINISTRATIVE ASSISTANT II
41	CASH	NATANAWAN	REMELYN	ADMINISTRATIVE OFFICER IV
42	CID	NUAY	DAVID	CHIEF EDUCATION SUPERVISOR
43	CID	DALANGIN	EMERSON	DIVISION SCIENCE COORDINATOR
44	CID	TORALIZA	JAYSEN	EDUCATION PROGRAM SPECIALIST II
45	CID	PEREZ	JESUSA	EDUCATION PROGRAM SPECIALIST II
46	CID	GREGORIO	BRENDA	EDUCATION PROGRAM SPECIALIST II
47	CID	ELLAR	ALFRED JAMES	EDUCATION PROGRAM SUPERVISOR
48	CID	BASILAN	MA. LETICIA JOSE	EDUCATION PROGRAM SUPERVISOR
49	CID	CARANDANG	MACARIA CARINA	EDUCATION PROGRAM SUPERVISOR
50	CID	MENDOZA	ROSALINDA	EDUCATION PROGRAM SUPERVISOR
51	CID	TOLENTINO	ELIZABETH	EDUCATION PROGRAM SUPERVISOR
52	CID	VILLANUEVA	MERCY	EDUCATION PROGRAM SUPERVISOR I
53	CID	MORTEL	AVELINO	PUBLIC SCHOOL DISTRICT SUPERVISOR
54	CID	MORILLO	JIMMY	EDUCATION PROGRAM SUPERVISOR
55	CID	MAGSINO	ELEAZAR	PUBLIC SCHOOLS DISTRICT SUPERVISOR
56	CID	PIOL	ELIZALDE	MASTER TEACHER II DIO
57	CID	CLEOFE	ANDREA	JOB ORDER
58	CID	AGUILA	AURELIA	PRINCIPAL IV - OIC PSDS
59	CID	GONZALES	MARY JANE	PUBLIC SCHOOL DISTRICT SUPERVISOR
60	CID	HERNANDEZ	ANDREA	PUBLIC SCHOOL DISTRICT SUPERVISOR
61	CID	ADAME	NENITA	PUBLIC SCHOOL DISTRICT SUPERVISOR
62	CID	CASTILLO	RODRIGO	PUBLIC SCHOOL DISTRICT SUPERVISOR



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63	CID	HERNANDEZ	CONIE	PUBLIC SCHOOL DISTRICT SUPERVISOR
64	CID	ARIOLA	MARIA MELISSA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
65	CID	GUSANO	RIZA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
66	CID	DELA VEGA	PLACIDA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
67	CID	DIMAILIG	BABY JANET	PUBLIC SCHOOLS DISTRICT SUPERVISOR
68	CID	VILLAMOR	EMITERIA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
69	CID	NAVARRO	BENILDA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
70	CID	DE LOS REYES	PEDRO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
71	CID	ILAGAN	JULITA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
72	CID	CANTOS	LUISITO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
73	CID	DIRAIN	AGRIFINA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
74	CID	LUBIS	NANCY	PUBLIC SCHOOLS DISTRICT SUPERVISOR
75	CID	DEL MUNDO	ORLIE	PUBLIC SCHOOLS DISTRICT SUPERVISOR
76	CID	REYES	BERNARDA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
77	CID	LUBIS	JOEL	PUBLIC SCHOOLS DISTRICT SUPERVISOR
78	CID	PEÑA	ELLIENOR	PUBLIC SCHOOLS DISTRICT SUPERVISOR
79	CID	SAGUIN	SARAH	PUBLIC SCHOOLS DISTRICT SUPERVISOR
80	CID	HERNANDEZ	ANIANO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
81	CID	NAPÉNAS	BRAULIO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
82	CID	MACARAIG	GINALYN	PUBLIC SCHOOLS DISTRICT SUPERVISOR
83	CID	GUTIERREZ	ERICKSON	PUBLIC SCHOOLS DISTRICT SUPERVISOR
84	CID	ILAGAN	ANTONIO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
85	CID	MENESES	GREGORIO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
86	CID	PASIA	LUCKY MAY	PUBLIC SCHOOLS DISTRICT SUPERVISOR
87	CID	SEVILLA	RONALDO	SCHOOL PRINCIPAL IV - OIC PSDS
88	CID	PEREZ	CONSTANCIA	SCHOOL PRINCIPAL IV - OIC PSDS
89	COA	SANCHEZ	JONASH	JOB ORDER
90	ICT	HAGUISAN	ANDRINO	ADMINISTRATIVE ASSISTANT III
91	ICT	GABO	JOHN LHESTER	ADMINISTRATIVE ASSISTANT III



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92	ICT	GAMBOA	HANNA JOY	JOB ORDER
93	ICT	CATAPAT	ERNANI	IT OFFICER I
94	LEGAL	SALIMO	KAREN	ATTORNEY III
95	LEGAL	ALCANTARA	MANILYN	LEGAL ASSISTANT I
96	PERSONNEL	VALLAR	GIANCARLO	ADMIN ASSISTANT II
97	PERSONNEL	DIMATULAC	MARY JANE	ADMIN ASSISTANT II
98	PERSONNEL	BOBADILLA	CHRISALYN	ADMINISTRATIVE ASSISTANT III
99	PERSONNEL	ARGUELLES	JEFFREY	ADMINISTRATIVE ASSISTANT III
100	PERSONNEL	MANALO	ALEJANDRO	ADMINISTRATIVE OFFICER II
101	PERSONNEL	RIVERA	MA. IMMA- CONCEPCION	ADMINISTRATIVE OFFICER II
102	PERSONNEL	ILAO	JOSEPH ANGELO	ADMINISTRATIVE OFFICER II
103	PERSONNEL	PEREZ	JOEMAR	ADMINISTRATIVE OFFICER II
104	PERSONNEL	LALONGISIP	YVETTE	ADMINISTRATIVE OFFICER II
105	PERSONNEL	LATONA	LENNIE	ADMINISTRATIVE OFFICER II
106	PERSONNEL	PEREZ	WILLENE MAE	ADMINISTRATIVE OFFICER II
107	PERSONNEL	SANTOS	DARRELL	ADMINISTRATIVE OFFICER II
108	PERSONNEL	MAGSOMBOL	NIÑO BRADLEY	ADMINISTRATIVE OFFICER II
109	PERSONNEL	DE SAGUN	LANELL CRESTA	ADMINISTRATIVE OFFICER II
110	PERSONNEL	ELEDA	RHODA	ADMINISTRATIVE OFFICER II
111	PERSONNEL	CAPUNO	JERICK	JOB ORDER
112	PERSONNEL	MALALUAN	RODEL	TEACHER III
113	PROCUREMENT	MERCADO	ARTURO	ADMINISTRATIVE OFFICER II
114	PROPERTY & SUPPLY	ALVIAR	JUAN MIGUEL	ADMINISTRATIVE AIDE VI
115	PROPERTY & SUPPLY	DE OCAMPO	ERICK	ADMINISTRATIVE ASSISTANT II
116	PROPERTY & SUPPLY	DE TORRES	NEIL MICO	ADMINISTRATIVE OFFICER II
117	RECORDS	CATAPAT	ERROL JHON	ADMINISTRATIVE ASSISTANT III
118	SDS	CANTOS	REGINA	ADMINISTRATIVE AIDE I
119	SDS	CASTILLO	RUFINO	ADMINISTRATIVE AIDE IV
120	SDS	BALMES	SHARMAINE	ADMINISTRATIVE OFFICER II
121	SDS	LOZADA	MELINDA	JOB ORDER
122	SDS	IBANEZ	MARITES	SCHOOLS DIVISION SUPERINTENDENT
123	SDS	VALENCIA	LEAH DIANNE	ADMINISTRATIVE OFFICER II
124	SGOD	MASANGCAY	JONAS	ADMINISTRATIVE ASSISTANT III
125	SGOD	REDUBLA	ROXANNE	ADMINISTRATIVE ASSISTANT III
126	SGOD	MAGTIBAY	REJOICE	CLERK II
127	SGOD	ANDAL	JERICO	CONTRACT OF SERVICE
128	SGOD	GUERRA	JESSA	EDUCATION PROGRAM SPECIALIST II



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129	SGOD	MARAMOT	LEONCIA	EDUCATION PROGRAM SPECIALIST II
130	SGOD	MARAMOT	MARIO	EDUCATION PROGRAM SUPERVISOR
131	SGOD	AGUILAR	FRANCES	PDO I - YFD
132	SGOD	GONZALES	ROSEMARIE	PDO I - YFD
133	SGOD	BUENO	MAYBE	PDO I - YFD
134	SGOD	AÑO	JAMES ANGELO	PROJECT DEVELOPMENT OFFICER II
135	SGOD	SAMSON	CORA	SENIOR EDUCATION PROGRAM SPECIALIST
136	SGOD	GABI	HENRICH	TECHNICAL ASSISTANT IV
137	SGOD	MACARAIG	JESRIEL ANNE	TECHNICAL ASSISTANT IV
138	SGOD	ABARIENTOS	MYLENE	ADMINISTRATIVE ASSISTANT I
139	SGOD	MACAPUNO	KIMVERLY	CONTRACT OF SERVICE
140	SGOD	MENDOZA	ANNA CARMELA	CONTRACT OF SERVICE
141	SGOD	SORIANO	IRISH JANELLE	CONTRACT OF SERVICE
142	SGOD	ENRIQUEZ	KAREN	NURSE II
143	SGOD	DIMAANO	ARIS	PLANNING OFFICER III
144	SGOD	ENCARNACION	ROSEMARIE	SENIOR EDUCATION PROGRAM SPECIALIST
145	SGOD	MAGALONA	ANABEL	SENIOR EDUCATION PROGRAM SPECIALIST
146	SGOD	ARIAS	MARIAN	EDUCATION PROGRAM SUPERVISOR
147	SGOD	MAGNAYE	SARAH JANE	ADMINISTRATIVE ASSISTANT III
148	SGOD	DUQUE	NOAH	EDUCATION PROGRAM SPECIALIST II
149	SGOD	TIQUIS	JOHN ALBERT	ENGINEER III
150	SGOD	COROLLO	KIMBERLY	ADMINISTRATIVE AIDE VI

B. Live-out participants

No.	Section / Unit	Last Name	First Name	Position
1	ACCOUNTING	ABRENICA	DOLORES	ADMINISTRATIVE ASSISTANT III
2	ACCOUNTING	ALON	EDUARDA	ACCOUNTANT III
3	ACCOUNTING	ARDID-MACARAIG	RACHELLE	ADMINISTRATIVE ASSISTANT III
4	ACCOUNTING	BOOL	EUREKA SHANE ALPHA	ADMINISTRATIVE ASSISTANT III
5	ACCOUNTING	MAGPANTAY	MA. ELLAINE SAIREL	ADMINISTRATIVE ASSISTANT II
6	ACCOUNTING	PASCUA	JAY IRVING	ADMINISTRATIVE ASSISTANT III
7	ACCOUNTING	ATIENZA	DESERIE	ADMINISTRATIVE ASSISTANT III
8	ACCOUNTING	CUENCA	ESMERALDA	ADMINISTRATIVE ASSISTANT III
9	ACCOUNTING	DIMAANO	DONALYN	ADMINISTRATIVE ASSISTANT III
10	ACCOUNTING	DUAY	ELLEN	ADMINISTRATIVE ASSISTANT III



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11	ACCOUNTING	ABARE	ANDREALYN	ADMINISTRATIVE ASSISTANT III
12	ACCOUNTING	CASTILLO	MA. THERESA	ADMINISTRATIVE ASSISTANT III
13	ACCOUNTING	FLORES	ALYSSA	ADMINISTRATIVE ASSISTANT III
14	ACCOUNTING	ISLA	MARIA AVEGAIL	ADMINISTRATIVE ASSISTANT III
15	ACCOUNTING	ATIENZA	DALIA	ADMINISTRATIVE ASSISTANT III
16	ACCOUNTING	AXALAN	HELEN GREECE	ADMINISTRATIVE ASSISTANT III
17	ACCOUNTING	DE TORRES	HEZLE	ADMINISTRATIVE ASSISTANT III
18	ACCOUNTING	TUY	CLARIZZA	ADMINISTRATIVE ASSISTANT III
19	CASHIER	MANAD	ADONIS ABRIL	ADMINISTRATIVE ASSISTANT II
20	CID	CASTILLO	ADRIAN	CONTRACT OF SERVICE
21	CID	REYES	REY MART	EDUCATION PROGRAM SPECIALIST II
22	CID	HAGOSOJOS	MARK JOSHUA	EDUCATION PROGRAM SPECIALIST II
23	CID	DE TORRES	ERRON	ADMINISTRATIVE ASSISTANT II
24	CID	EBERO	ANSELMA	LIBRARIAN II
25	COA	FURAQUE	ALYSSA	JOB ORDER
26	SGOD	DELGADO	YZOBEL	DENTIST II
27	SGOD	CADANO	KHAREEN	MEDICAL OFFICER III
28	PERSONNEL	MARTINEZ	MARIA THERESA	ADMINISTRATIVE OFFICER II
29	PERSONNEL	RAMOS	CARLA	ADMINISTRATIVE OFFICER II
30	PERSONNEL	RILLERA	RANDY	ADMINISTRATIVE OFFICER II
31	PERSONNEL	MANAD	PHILLY JOYCE	ADMINISTRATIVE OFFICER II
32	PERSONNEL	RAMOS	APRIL	ADMINISTRATIVE OFFICER II
33	PROCUREMENT	MERCADO	NECY	ADMINISTRATIVE OFFICER II
34	PROCUREMENT	FLORES	MARIA BELLA	ADMINISTRATIVE OFFICER IV
35	PROPERTY & SUPPLY	LUALHATI	CHIARA MAE	ADMINISTRATIVE ASSISTANT II
36	PROPERTY & SUPPLY	GENEROSO	CRIS RYAN	ADMINISTRATIVE OFFICER II
37	PROPERTY & SUPPLY	EDRIA	ROCHELLE	ADMINISTRATIVE ASSISTANT III
38	PROPERTY & SUPPLY	BARIL	CHERYL	ADMINISTRATIVE OFFICER IV
39	RECORDS	MARASIGAN	EVA	ADMINISTRATIVE ASSISTANT III
40	RECORDS	BOBADILLA	DAN NATHANIEL	ADMINISTRATIVE ASSISTANT II
41	RECORDS	BUROG	MARNELLI	Administrative Aide VI
42	RECORDS	TURGO	JELEEN	Administrative Assistant II
43	RECORDS	GONZALES	IRENE GRACE	ADMINISTRATIVE OFFICER IV