



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

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04 September 2025

**DIVISION MEMORANDUM**

No. 475, s. 2025

**POST PLANNING ACTIVITIES FOR THE FINALIZATION OF FY  
2026 DIVISION WORK AND FINANCIAL PLAN**


- 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 School Governance and Operations Division – Planning and Research Section will hold the Post Planning Activities for the Finalization of FY 2026 Division Work and Financial Plan on September 9-12, 2025 at a venue to be communicated in a separate advisory.
  2. The main objective of the activity is to come up with a finalized Division FY 2026 Work and Financial Plan. Specifically, this activity aims to ensure that the FY 2026 SDO programs, projects and activities are aligned with Q-DEDP/Q-REDP/Q-BEDP priorities and DepEd 5-point agenda; guarantee that the PPAs to be implemented are responsive to the needs and situation of target recipients; involve all units in the finalization of the FY 2026 Division Work and Financial Plan; and avoid overlapping of activities through synchronization of schedule.
  3. The participants to this activity are members of the Top Management, Division Chiefs, OSDS Section and Units Heads, all SDO program proponents, select SDO and field personnel and members of the Technical Working Group (Enclosure 1).
  4. SDO program proponents are advised to bring the following:
    - 4.1 Laptop and extension cord
    - 4.2 Proposed FY 2026 programs, projects and activities with budgetary requirements and timelines
  5. This memorandum serves as Travel Order of the participants.
  6. Expenses relative to the conduct of this activity shall be charged against Division MOOE funds subject to usual accounting and auditing rules and regulations.



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7. Immediate and wide dissemination of this memorandum is desired.

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

Enc. As Stated

Reference: DepEd Order No. 11 s. 2021

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

Issuances-Division Memorandum

AUD/ POST PLANNING ACTIVITIES FOR THE FINALIZATION OF FY 2026 DIVISION WORK AND FINANCIAL  
PLAN/S2-11540/09-04-2025



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Enclosure A

**POST PLANNING ACTIVITIES FOR THE FINALIZATION OF FY  
2026 DIVISION WORK AND FINANCIAL PLAN**

Venue: To be determined  
September 9-12, 2025

**LIST OF PARTICIPANTS**

NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
1	Marites A. Ibanez	F	OSDS	SDS
2	Jofit P. Dayoc	M	OSDS	OIC – ASDS
3	David M. Nuay	M	CID	Chief Education Supervisor
4	Mercy R. Villanueva	F	CID	EPS I
5	Macaria Carina C. Carandang	F	CID	EPS I
6	Alfred James Ellar	M	CID	EPS I
7	Miguel B. Ulate	M	CID	EPS I
8	Elizabeth R. Tolentino	F	CID	EPS I
9	Ma. Leticia Jose Basilan	F	CID	EPS I
10	Jimmy J. Morillo	M	CID	EPS I
11	Loreta V. Ila	F	CID	EPS I
12	Anselma A. Ebero	F	CID	Librarian
13	Elizalde Piol	M	CID	Division Information Officer
14	Rosemarie A. Encarnacion	F	CID	Division ALS Focal Person
15	Lou C. Panaligan	M	OSDS – Administrative Unit	Administrative Officer V
16	Joemar B. Perez	M	OSDS – Personnel	Administrative Officer IV
17	Cheryl Baril	F	OSDS – Property and Supply	Administrative Officer IV
18	Irene Grace Q. Gonzales	F	OSDS – Records	Administrative Officer IV
19	Remelyn N. Manumbale	F	OSDS – Cash	Administrative Officer IV
20	Layne D. Ortega	F	OSDS – Budget	Administrative Officer V
21	Atty. Karen M. Salimo	F	OSDS – Legal	Attorney III
22	Ernani A. Catapat	M	OSDS – ICT	IT Officer I
23	Marian L. Arias	F	SGOD	EPS I
24	Evelyn C. De Sagun	F	SGOD	SEPS
25	Anabel E. Magalona	F	SGOD	SEPS
26	Cora V. Samson	F	SGOD	SEPS
27	Aris U. Dimaano	M	SGOD	DPO III
28	Leoncia B. Maramot	F	SGOD	EPS II



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29	James Angelo T. Ano	M	SGOD	PDO II
30	Rosemarie Gonzales	F	SGOD	PDO I
31	Karen E. Enriquez	F	SGOD	Nurse II
32	Rodrigo S. Castillo	M	Tingloy SO	PSDS
33	Joel B. Lubis	M	San Jose SO	PSDS
34	Ginalyn Macaraig	F	Talisay SO	PSDS
35	Risa Guzano	F	Balayan East SO	PSDS
36	Lucky May Pasia	F	Rosario East	PSDS
37	Sarah S. Saguin	F	San Juan East	PSDS
38	Aurelia A. Aguila	F	Bauan West SO	OIC – PSDS/ Principal IV
39	Gelyn L. Jonson	F	Lian CS, Lian SO	Principal II
40	Wilson T. Ojales	M	Balayan NHS	Principal IV
41	Rowena D. Ramirez	F	Taysan SHS	Principal II
42	Joe Arenas	M	Calaca CS	Principal IV
43	Emer De Leon	M	Bisaya ES	Head Teacher I
44	Josephine Caraig	F	San Pascual SO	Administrative Assistant III
45	Andrino B. Haguisan	M	SDO	Administrative Assistant III
46	Sarah Jane B. Magnaye	F	SDO	Administrative Assistant III
47	Rejoice N. Magtibay	F	SDO	Clerk II
48	Mar Ceilyn P. Masangcay	F	Nasugbu East SO	Nurse II
49	Zhermaine D. Gonda	F	SDO	AO II
50	Karla Marie R. Razon	F	SDO	AO II
51	Leah Dianne S. Valencia	F	SDO	AO II
52	Melinda V. Lozada	F	SDO	Clerk II
53	Armando M. Graneta	M	SDO	ADA I