



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

02 Oct 2025

DIVISION MEMORANDUM

No. **553**, s. 2025

**DIVISION ROLL-OUT OF STANDARDIZED OFFICE AND INDIVIDUAL
PERFORMANCE COMMITMENT AND REVIEW FORM FOR SCHOOL-
BASED PERSONNEL**

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. Please be informed that Schools Division of Batangas through the Division Performance Management Team will conduct a Division Roll-out of Standardized Office and Individual Performance Commitment and Review Form for School-Based Personnel at NDN Resort and Events Place, Brgy. Aya, Talisay, Batangas on the following schedule:

Date	Participants
October 7, 2025 8:00 am onwards	School Heads, Assistant School Principal II, OIC – ASP II, Junior High School Department Heads (HT I – HT VI) 1. Lemery 2. Nasugbu East 3. Nasugbu West 4. Taal 5. Tuy 6. Lian 7. Calatagan 8. Lobo 9. Mabini 10. Padre Garcia 11. Alitagtag 12. Balete 13. Mataasnakahoy 14. Sta. Teresita 15. Agoncillo 16. Laurel 17. San Jose



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

	Program Management Team and Technical Working Group 1. Mario B. Maramot 2. Lou C. Panaligan 3. Joemar B. Perez 4. Aris U. Dimaano 5. Rosemarie A. Encarnacion 6. Rodrigo S. Castillo 7. Louie Alvarez 8. Maria Elizabeth S. Andino 9. Aurelia A. Aguila 10. Ernani A. Catapat 11. Elizalde L. Piol Resource Persons 1. Mary Jane M. Gonzales 2. Erickson Gutierrez 3. Risa Guzano 4. Movita O. Cruzat 5. Mathew Alliene D. Mendoza 6. Richard A. Buenas 7. Mark Christian R. Catapang
October 9, 2025 8:00 am onwards	1. Senior High School Administrative Officer II 2. Senior High School Administrative Assistant II 3. Senior High School Registrar I 4. Administrative Assistant III (Senior Bookkeeper) 5. Administrative Assistant II (Disbursing Officer II) 6. Administrative Assistant II (Loan Verifier) 7. Project Development Officer I Program Management Team and Technical Working Group 1. Lou C. Panaligan 2. Joemar B. Perez 3. Irene Grace Q. Gonzales 4. Atty. Karen M. Salimo 5. Aris U. Dimaano 6. Rosemarie A. Encarnacion 7. Aurelia A. Aguila 8. Nenita A. Adame 9. Agrifina A. Dirain 10. Joel B. Lubis 11. Ernani A. Catapat 12. Elizalde L. Piol Resource Persons 1. Sonie A. Concepcion 2. Ceazar V. Rivera 3. Michael C. Dela Rama



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

	4. Ivanne Via Royce Formeloza 5. Gervin B. Punzalan 6. Madonna H. Gamboa 7. Alona O. Marcos 8. Contessa M. Rodriguez 9. Alvin Joseph P. Estole 10. Romelyn S. Cabral 11. Dean Michael Buenviaje 12. Jigson Manaois 13. Veronica Lyra C. Hernandez 14. Patricia Nhel San Jose
October 13, 2025 8:00 am onwards	School Heads, Assistant School Principal II, OIC – ASP II, Junior High School Department Heads (HT I – HT VI) 1. Balayan East 2. Balayan West 3. Bauan East 4. Bauan West 5. Rosario East 6. Rosario West 7. Tingloy 8. San Juan East 9. San Juan West 10. San Luis 11. Cuenca 12. San Pascual 13. Taysan 14. San Nicolas 15. Malvar 16. Talisay 17. Ibaan Program Management Team and Technical Working Group 1. Mario B. Maramot 2. Lou C. Panaligan 3. Joemar B. Perez 4. Aris U. Dimaano 5. Rosemarie A. Encarnacion 6. Aurelia A. Aguila 7. Atena Rivera 8. Jovita M. Landicho 9. Rowena D. Ramirez 10. Ernani A. Catapat 11. Elizalde L. Piol



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

	Resource Persons 1. Mary Jane M. Gonzales 2. Erickson Gutierrez 3. Movita O. Cruzat 4. Riza Gusano 5. Mathew Alliene D. Mendoza 6. Cris T. Zita
October 20, 2025 8:00 am onwards	 1. Administrative Officer II – Elementary 2. Administrative Assistant II – Elementary 3. Administrative Assistant III – Elementary Program Management Team and Technical Working Group 1. Lou C. Panaligan 2. Joemar B. Perez 3. Irene Grace Q. Gonzales 4. Aris U. Dimaano 5. Rosemarie A. Encarnacion 6. Joel B. Lubis 7. Nenita A. Adame 8. Ernani A. Catapat 9. Elizalde L. Piol Resource Persons 1. Rogelline Mae S. Delgado 2. Magierose U. Del Carmen 3. Relyn Mae I. Dimatatac 4. Veronica Joyce B. Coz 5. Aivie F. Bagui 6. Maurice Katherine S. Reyes

2. The activity aims to cascade and discuss the implementation arrangements of the division-crafted Standardized Office and Individual Performance Commitment and Review Form and guide school-based personnel on the expected deliverables per position which is vital in the achievement of over-all organizational mandates

3. Public Schools District Supervisors are advised to submit through e-mail sdobatangas.planning@deped.gov.ph the sub-office list of participants on or before October 6, 2025, 3:00 PM using the format below:

Name	School	Position



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

4. A registration fee of One Thousand Two Hundred Pesos (Php 1,200.00) per participant shall be collected for food and accommodation, at the venue per sub-office.
5. Expenses incurred relevant to the conduct of this activity shall be charged against Division and School MOOE/canteen/SEF/local funds subject to the usual accounting and auditing rules and regulations.
6. This memorandum serves as Travel Order of the participants.
7. For inquiries and clarifications, feel free to contact and send email to sdobatangas.planning@deped.gov.ph.
8. 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 ROLL-OUT OF STANDARDIZED OFFICE AND INDIVIDUAL PERFORMANCE COMMITMENT
AND REVIEW FORM FOR SCHOOL-BASED PERSONNEL/S2-112330/10-03-2025