



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

20 December 2024

**DIVISION MEMORANDUM**

No. 603, s. 2024

**WORKSHOP ON THE PREPARATION OF FY 2024 DIVISION ANNUAL ACCOMPLISHMENT REPORT**

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

1. Schools Division of Batangas through the Schools Governance and Operations Division will conduct a Workshop on the Preparation of FY 2024 Division Annual Accomplishment Report on December 26-28, 2024 to be held at BSA Twin Towers, Julia Vargas corner Bank Drive, Ortigas Center, Mandaluyong City, Metro Manila.
2. The purpose of the activity is to ensure compliance to RM No. 886 s. 2024 "Preparation of CY 2024 SDO Annual Accomplishment Report" for submission to higher level offices, local government units and oversight agencies such as Commission on Audit and Department of Budget and Management.
3. Participants to this activity is listed in Enclosure 1. They are expected to be at the venue at exactly 8:00 AM of Day 1 (December 26, 2024)
4. Participants are advised to bring laptop and extension cord to be used during the workshop.
5. This memorandum shall serve as Travel Order of the participants.
6. A one-day compensatory time-off shall be granted to all participants for attendance on a weekend as authorized under CSC-DBM Joint Circular No. 2 series of 2004 (Non-Monetary Remuneration for Overtime Services Rendered)
7. Expenses relative to the conduct of this activity shall be charged against Division MOOE funds subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this memorandum is desired.

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

AUD/WORKSHOP ON THE PREPARATION OF FY 2024 DIVISION ANNUAL ACCOMPLISHMENT REPORT/R2-139565/12-20-2024



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(Enclosure 1)

**WORKSHOP ON THE PREPARATION OF FY 2024 DIVISION ANNUAL  
ACCOMPLISHMENT REPORT**

**December 26-28, 2024**

BSA Twin Towers, Julia Vargas corner Bank Drive, Ortigas Center, Mandaluyong  
City, Metro Manila.

**LIST OF PARTICIPANTS**

No.	NAME	DESIGNATION	Office /Sub-Office
1	Marites A. Ibanez	Schools Division Superintendent	SDO – OSDS
2	Gregorio T. Mueco	Assistant Schools Division Superintendent	SDO – OSDS
3	Rhina O. Ilagan	Assistant Schools Division Superintendent	SDO – OSDS
4	David M. Nuay	Chief Education Supervisor, CID	SDO – CID
5	Mario B. Maramot	OIC - Chief Education Supervisor, SGODSD	SDO – SGOD
6	Ma. Leticia Jose Basilan	Education Program Supervisor	SDO – CID
7	Mercy R. Villanueva	Education Program Supervisor	SDO – CID
8	Elizalde Piol	Division Information Officer	SDO – CID
9	Rosemarie A. Encarnacion	Education Program Specialist II - ALS	SDO – CID
10	Marian L. Arias	Education Program Supervisor I	SDO – SGOD
11	Cora V. Samson	Senior Education Program Specialist	SDO – SGOD
12	Jessa S. Guerra	Education Program Specialist II	SDO – SGOD
13	Rodrigo S. Castillo	Senior Education Program Specialist	SDO – SGOD
14	Aris U. Dimaano	Planning Officer III	SDO – SGOD
15	Joemar B. Perez	Administrative Officer IV	SDO - OSDS
16	Avelino B. Mortel	PSDS	Lemery
17	Eleazar B. Magsino	PSDS	Calatagan
18	Agrifina Dirain	PSDS	Malvar
19	Erickson T. Gutierrez	OIC – PSDS/ Principal IV	Taysan
20	Lucky May Pasia	PSDS	Tingloy
21	Catherine Lucero	Principal II	Lemery
22	Louie Alvarez	Principal III	Lemery
23	Rundolp Abanto	Principal III	Bauan West



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24	Mary Jane Gonzalez	Principal IV	Padre Garcia
25	Movita Cruzat	Principal IV	San Pascual
26	Gelyn Jonson	Principal II	Lian
27	Jovita M. Landicho	Principal IV	Bauan West
28	Donna Susana Godoy	Principal II	Lobo
29	Ernani A. Catapat	IT Officer I	SDO - OSDS
30	Sarah Jane B. Magnaye	Admin. Assistant II	SDO - SGOD