



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

26 Nov 2025

**DIVISION MEMORANDUM**  
No. 689, s. 2025

**WORKSHOP ON THE PREPARATION OF FY 2025 DIVISION ANNUAL  
ACCOMPLISHMENT REPORT**

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

1. The Schools Division Office of Batangas, through the School Governance and Operations Division (SGOD), will conduct a *Workshop on the Preparation of the FY 2025 Division Annual Accomplishment Report* on **December 17-19, 2025**. The specific venue for this activity shall be issued through a separate memorandum.
2. This activity aims to ensure full compliance with the requirements for the Preparation of the CY 2025 SDO Annual Accomplishment Report, which is to be submitted to higher-level offices, local government units (LGUs), and oversight agencies such as the Commission on Audit (COA) and the Department of Budget and Management (DBM).
3. The list of participants is provided in Enclosure 1. All participants are expected to be at the venue by 8:00 AM.
4. Participants are reminded to bring their laptop and extension cords for use during the workshop sessions.
5. This Memorandum shall serve as the Travel Order of all concerned participants.
6. Expenses incurred in the conduct of this activity shall be charged against Division MOOE funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is earnestly desired.

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



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**SCHOOLS DIVISION OF BATANGAS**

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Encl. As stated

Reference:

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

Issuances- Division Memorandum

CVS/ WORKSHOP ON THE PREPARATION OF FY 2025 DIVISION ANNUAL ACCOMPLISHMENT REPORT  
/ / 26/11/2025



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SCHOOLS DIVISION OF BATANGAS

**Enclosure 1**

**WORKSHOP ON THE PREPARATION OF CY 2025 ANNUAL  
ACCOMPLISHMENT REPORT**

Inclusive Date & Time: **December 17 -19, 2025**

Participants: **SDS, ASDS, Div. Chiefs, Select PSDS, Select School Heads, Select SDO  
Personnel**

Venue/ Platform: **To be announced through a separate memorandum**

NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION
1	MARITES A. IBANEZ, CESO	F	SDO	SDS
2	JOFIT P. DAYOC, CESE	M	SDO	OIC-ASDS
3	RHINA O. ILAGAN, CESE	F	SDO	OIC-ASDS
4	LOU C. PANALIGAN	M	SDO	AO V
5	MARIAN L. ARIAS	F	SDO	EPS I- SGOD
6	CORA V. SAMSON	F	SDO	SEPS
7	ARIS U. DIMAANO	M	SDO	DPO III
8	ROSEMARIE A. ENCARNACION	F	SDO	SEPS
9	LEONCIA B. MARAMOT	F	SDO	EPS II
10	ELIZALDE PIOL	M	SDO	DIO
11	ERNANI A. CATAPAT	M	SDO	ITO I
12	AVELINO B. MORTEL	M	LEMERY	PSDS
13	ELEAZAR B. MAGSINO	M	CALATAGAN	PSDS
14	AGRIFINA A. DIRAIN	F	MALVAR	PSDS
15	ERICSON T. GUTIERREZ	M	TAYSAN	PSDS
16	RODRIGO S. CASTILLO	M	TINGLOY	PSDS
17	MARY JANE M. GONZALES	F	ALITAGTAG	PSDS
18	RIZA C. GUSANO	F	BALAYAN EAST	PSDS
19	GINALYN U. MACARAIG	F	TALISAY	PSDS



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20	CATHERINE L. LUCERO	F	LEMERY	P II
21	LOUIE L. ALVAREZ	M	LEMERY	P III
22	RUNDOLPH R. ABANTO	M	BAUAN WEST	P III
23	MOVITA O. CRUZAT	F	BAUAN EAST	P IV
24	GELYN L. JONSON	F	LIAN	P II
25	NINA D. DIMACULANGAN	F	SAN PASCUAL	P IV
26	ERWIN MARASIGAN	M	ALITAGTAG	P II
27	ATENA RIVERA	F	SAN PASCUAL	P IV
28	JOVITA M. LANDICHO	F	BAUAN WEST	P IV
29	ELIZABETH ANDINO	F	NASUGBU WEST	P IV
30	MYLENE H. LIMJOCO	F	LIAN	P I
31	ROWENA RAMIREZ	F	TAYSAN	P II
32	LORNA U. DINGLASAN	F	STA. TERESITA	P IV
33	NINA GRACE T. AQUINO	F	LEMERY	ASP II
34	MARIA REGINA CABANTOG	F	SDO	NURSE II
35	CHARLOTTE CASUNCAD	F	SDO	NURSE II