



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

16 Jan 2026

**DIVISION MEMORANDUM**  
No. 046, s. 2026

**1<sup>st</sup> DIVISION EXECUTIVE COMMITTEE MEETING (DEXECOM)  
CUM TRAVEL ORDER**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
Unit and Section Heads  
All Others Concerned

1. To ensure that the programs, projects, and activities adhere to the policies and guidelines set by the Department of Education and relative to DepEd Order No. 009, s. 2021 titled "Institutionalization of a Quality Management System in the Department of Education," this Office announces the conduct of the 1<sup>st</sup> Division Executive Committee Meeting (DExeCom) on January 19, 2026 at the Principal's Office, Gen. Emilio Aguinaldo National High School Imus City, Cavite.
2. See the enclosures for the list of participants, program matrix, and program management team.
3. The items on the agenda for the DExeCom are the following:
  - a. Superintendent's Hour;
  - b. Status of Actions from Previous Management Committee Meeting (9.3.2 a);
  - c. Status of Planning Documents (9.3.2 b)
    - i. SWOT,
    - ii. Risk Registry, and
    - iii. Opportunity Registry;
  - d. Status of OPCR-Blank OPCR CY 2026-OSDS;
  - e. Customer Satisfaction and Feedback (9.3.2 c1);
  - f. Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3);
  - g. Presentation of Job Descriptions and KRAs;
  - h. Presentation of PPAs for 2026 relative to KRAs;
  - i. Status of Nonconformities and Request for Actions (9.3.2 c4)
  - j. Monitoring and Measurement Results (9.3.2 c5)
    - i. Updates on the Improvement on Operations Manuals, and
    - ii. MEA-PIR ;
  - k. Internal Quality Audit Results and COA Findings (if applicable) (9.3.2 c6);
  - l. Performance of External Providers (9.3.2 c7);
  - m. Adequacy of Resources (9.3.2 d);
  - n. Risk Monitoring & Review Results (9.3.2 e);
  - o. Opportunities for Improvement (9.3.2 f); and



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PRIME-HRM

**BRONZE AWARDEE**



p. Aligning DEDP to QBEDP.

4. This Memorandum shall serve as the Travel Authority of the participants.
5. Expenses related to this activity shall be charged against SDO MOOE-GASS subject to the existing accounting and auditing rules and regulations.
6. For queries and clarifications, please contact Mr. Ivan Honorpette A. Mijares, OIC-Chief Education Supervisor, at 046-419-8450 to 53 local 227.
7. Immediate dissemination of this Memorandum is earnestly desired.



**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Encl.: As stated

Reference: None

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

REPORTS

*sgod/iham/January 15, 2026*

Enclosure No. 1 to Division Memorandum No. 046, s. 2026

**LIST OF PARTICIPANTS FOR THE 1st DIVISION EXECUTIVE  
COMMITTEE MEETING (DEXECOM) CUM TRAVEL ORDER**

No.	Name	Position/Designation
1	Homer N. Mendoza	OIC – Schools Division Superintendent
2	Glenda DS. Catadman	OIC – Assistant Schools Division Superintendent
3	Ronnie B. Yohan	Administrative Officer V
4	Jona B. Ramos	Administrative Officer V
5	Precila E. Custodio	Accountant III
6	Josephus Perseus B. Banaag	Administrative Officer IV
7	Rosa Irma B. Geda	Administrative Officer IV
8	Florence V. Descallar	Administrative Officer IV
9	Marilyn O. Anglo	Administrative Officer IV
10	Atty. Mario T. Tamondong Jr.	Attorney III
11	Anna Tricia L. Pacala	Administrative Officer II
12	Marciano V. Valles	Education Program Supervisor/OIC, CID
13	Riza C. Garcia	Education Program Supervisor – SNED and Kindergarten
14	Ruby B. Heramia	Education Program Supervisor - GMRC/ESP/ Values Education
15	Leah J. Guillang	Education Program Supervisor – AP
16	Marilou P. Bronzi	Education Program Supervisor - Filipino
17	Rochelle S. Balete	Education Program Supervisor – Science
18	Maria Luisa F. Candelaria	Education Program Supervisor – Math
19	Joseph R. Carreon	Education Program Supervisor – EPP/TLE/TVL
20	Ricardo R. David III	Education Program Supervisor – English
21	Reden M. Cruzado	Librarian II/OIC, LRMS
22	Cristina S. Advincula	EPS II - ALS
23	Ivan Honorpette A. Mijares	Education Program Supervisor/OIC, SGOD
24	June Bence L. Adelan	Education Program Supervisor
25	Dr. Gian Paul G. Creencia	Medical Officer III
26	Jenielyn A. Sadang	SEPS - PRS
27	Naamah C. Mambalos	Planning Officer III
28	Medel Carlos C. Zarsuelo Jr.	EPS II - SMME
29	Anthony D. Bungay	PDO II - DRRM
30	Ariel R. Dayrit	PDO I - YFD
31	Marlyn C. Alegro	Head Teacher III
32	Genesis T. Pasilan	Division Information Officer
33	Divina A. Narvaez	Principal IV/Cluster Head – East Cluster
34	Jocelyn A. Limosinero	Principal IV/Cluster Head – North Cluster
35	Wilma J. Chiquillo	Principal IV/Cluster Head – South Cluster
36	Gina U. Reyes	Principal IV/Cluster Head – West Cluster
37	Petronia N. Tarun	Principal III/Cluster Head – JHS Cluster
38	Rafael R. Santos	Principal II/Cluster Head – SHS Cluster
39	Robert D. Baarde Jr.	Administrative Aide VI
40	Carla Elizia A. Timbang	Administrative Aide VI

Enclosure No. 2 to Division Memorandum No. 046, s. 2026**PROGRAM MATRIX**

<b>January 19, 2026</b>		
<b>Time</b>	<b>Activity</b>	<b>Responsible Person/Office</b>
8:00 AM – 8:30 AM	Registration	SGOD
8:30 AM – 5:00 PM	Preliminaries <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Imus Hymn</li> <li>• Dangal ng Imus</li> <li>• DepEd Quality Policy Statement</li> </ul>	AVP
	Checking of Attendance	Naamah C. Mambalos
	Call to Order and Declaration of Quorum	Homer N. Mendoza
	Presentation of the Proposed Agenda	Glenda DS. Catadman
	Approval of the Proposed Agenda	Homer N. Mendoza
	Message and Schools Division Superintendent Hour	Homer N. Mendoza
	Status of Actions from Previous Management Committee Meeting (9.3.2 a)	Ivan Honorpette A. Mijares
	Status of Planning Documents (9.3.2 b) <ul style="list-style-type: none"> <li>a. SWOT</li> <li>b. Risk Registry</li> </ul>	June Bence L. Adelan
	Opportunity Registry	
	Customer Satisfaction and Feedback (9.3.2 c1)	June Bence L. Adelan
	Status of OPCR-Blank OPCR CY 2026 OSDS	Naamah C. Mambalos
	<ul style="list-style-type: none"> <li>• Status of Programs, Activities, and Projects (PAPs) Quarter 4 2025 (9.3.2 c3) (DMEA Forms 1-4)</li> <li>• Presentation of Job Description and KRAs</li> <li>• Presentation of PPAS for 2026 Relative to the KRAs</li> </ul>	Marciano V. Valles Ivan Honorpette A. Mijares, Ronnie B. Yohan Naamah C. Mambalos, Jona B. Ramos, Precila E. Custodio, Atty. Mario T. Tamondong Jr. Glenda DS. Catadman
	Status of Nonconformities and Request for Actions (9.3.2 c4)	Marilou P. Bronzi
	Monitoring and Measurement Results (9.3.2 c3 & 5)	Ivan Honorpette A. Mijares
	Updates on the Improvement on Operations Manuals	Ivan Honorpette A. Mijares

MEA-PIR	Medel Carlos C. Zarsuelo Jr.
Internal Quality Audit Results and COA Findings (9.3.2 c6)	Marilou P. Bronzi, Precila E. Custodio
Performance of External Providers (9.3.2.c7)	Josephus Perseus B. Banaag
Adequacy of Resources (9.3.2 d)	Josephus Perseus B. Banaag, Jona B. Ramos, Marilyn O. Anglo
Risk Monitoring & Review Results (9.3.2 e)	June Bence L. Adelan
Opportunities for Improvement (9.3.2 f)	Ivan Honorpette A. Mijares
Aligning DEDP to QBEDP	Ivan Honorpette A. Mijares Jenielyn A. Sadang
Adjournment	Homer N. Mendoza
Master of Ceremonies Jenielyn A. Sadang SEPS - PRS	

Enclosure No. 3 to Division Memorandum No. 046, s. 2026

### PROGRAM MANAGEMENT TEAM

Management Personnel	Member
Top Management	Homer N. Mendoza OIC – Schools Division Superintendent
Program Owner	Glenda DS. Catadman OIC – Assistant Schools Division Superintendent
Finance Officers	Ivan Honorpette A. Mijares
Logistics Officers	Jona B. Ramos Precilla E. Custodio
M&E Coordinator	Anthony D. Bungay Ariel R. Dayrit Josephus Perseus B. Banaag
Documenters (Registration, Program, and Invitation)	Medel Carlos C. Zarsuelo Jr.
Welfare Officer	Naamah C. Mambalos June Bence L. Adelan
Master of Ceremonies	Gian Paul G. Creencia Jenielyn A. Sadang