



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

01 December 2025

DIVISION MEMORANDUM


No. 754, s. 2025

**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
2025 YEAR-END PROGRAM IMPLEMENTATION REVIEW CUM TRAVEL
ORDER**

To: OIC- Assistant Schools Division Superintendent
OIC- CID Chief Education Supervisor
OIC- SGOD Chief Education Supervisor
School Heads (Public Schools)
All Others Concerned

1. In line with our commitment to continuously improve the delivery of educational programs and services, the Office of the Schools Division Superintendent (OSDS) will conduct the **2025 Year-End Program Implementation Review (PIR)** on **December 02, 2025**. The venue will be announced at a later date.
2. This activity aims to evaluate the implementation of division programs, recognize achievements, and identify areas for enhancement. The review will feature the following:
 - Presentation of program accomplishments and performance reports
 - Open forum for feedback and discussion
 - Planning and strategizing for the upcoming year
3. Attendance is required for all OSDS personnel, including unit heads, section heads, and staff.
4. Expenses related to this activity shall be charged against local funds, subject to existing accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this Memorandum is desired.


HOMER N. MENDOZA

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



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Encl.: As stated
Reference: None

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

ENCLOSURE NO. 1 (PARTICIPANTS)

NAME	POSITION
1. MENDOZA, HOMER N.	OIC-SDS
2. CATADMAN, GLENDA DS.	OIC-ASDS
3. YOHAN, RONNIE BORREROS	Administrative Officer V
4. AUREO, MARICEL V.	ADAS III
5. ADARAYAN, MARIA GRACE SAIQUE	UTILITY
6. ANDAYA, IVY	UTILITY
7. BUTIAL, FERDINAND C.	UTILITY
8. CORPUZ, JAMES	UTILITY
9. CLAVERIA, EILENE E.	UTILITY
10. GENIDO, LUDINA PASCO	UTILITY
11. MADELOZO, PAULINA BALMOCINA	UTILITY
12. MARTINEZ, REY D.	UTILITY
13. ORDOÑEZ, JAY R SAMALA	UTILITY
14. OXIDA, MARISSA LEDESMA	UTILITY
15. SAPORSANTOS, JAIME LEGASPI	UTILITY
16. BAARDE JR., ROBERTO D.	DRIVER
17. CASIL, GILBERT C.	DRIVER
18. ESTOPACE, WILFREDO P.	DRIVER
19. MENDOZA, ROYCE M.	DRIVER
20. MONCILLER, ABNER B.	DRIVER
21. VILLANUEVA, REMEGIO S.	DRIVER

22. Florence V. Descallar	ADMINISTRATIVE OFFICE IV
23. MONSALVE, SHIELAMY L.	CLERK
24. YNIETO, JERELLE G.	ADAS II
25. ANGLO, MARILYN O.	ADMINISTRATIVE OFFICER IV
26. AQUINO, MELISSA P.	ADMINISTRATIVE OFFICER II
27. ARON, SHELLA M.	ADAS III
28. DAR, JENNIE GRACE F.	ADAS III
29. ETOQUILLA, VERNA D	ADAS III
30. ESCOBAR, SANDRA BETTINA M.	ADAS III
31. FOZ, ERICSON C.	CLERK
32. MONZON, RHODA S.	ADAS II
33. DIONEDA, LOREN A.	ADAS III
34. VILLANIA, MARIA CECILIA C.	ADAS III
35. BAGBAGAY, SAMIE SAN DJ.	ADA VI
36. PACALA, ANNA TRICIA L.	ADMINISTRATIVE OFFICER II
37. SAYAMAN, MERZI S.	CLERK
38. TIMBANG, CARLA ELIZIA A.	ADA VI
39. BALLENA, LEOMIL	CLERK
40. ADOLFO, MA. EDNA JAVIER	ADAS III
41. BANAAG, JOSEPHUS PERSEUS B.	ADMINISTRATIVE OFFICER IV
42. BOQUEO, MICHAEL JOEL C.	CLERK
43. MAGAYON, LOVELY S.	CLERK
44. RIBON, FEDELITO D.	CLERK
45. SAMUEL, NADINE B.	CLERK
46. PESITO, FLORIDEL R.	ADMINISTRATIVE OFFICER II
47. CUSTODIO, PRECILA E.	ACCOUNTANT III
48. MADLANGBAYAN, JOHN CARL S.	ADMINISTRATIVE OFFICER II
49. RAMOS, JONA B.	ADMINISTRATIVE OFFICER V/BUDGET

50. PINILE, JAMELA ROSE I.	ADAS I
51. SEPE, VILMA A.	ADAS III
52. ALFIE CARL BATTUNG	ADAS III
53. VALLES, MARVIN S.	ADAS III
54. SARIP, INDIRAH M.	CLERK
55. MAMBALOS, NAAMAH C.	ICT/PLANNING OFFICER
56. SALEM, MARK JOSEPH V.	ICT
57. DE SAGON, ANABELLE M.	CLERK
58. FUENTES, MAY D.	CLERK
59. GEDA, ROSA IRMA B.	ADMINISTRATIVE OFFICER IV
60. MAGALLANO, SHERILYN S.	CLERK
61. GENESIS PASILAN	ITO
62. MARIO T. TAMONDONG JR.	LEGAL OFFICER III
63 REANNE KAY C. ROSAS	LEGAL ASSISTANT
64. DELGADO MARCELIANO J.	SECURITY GUARD
65. FLORES, CHRISTOPHER M.	SECURITY GUARD
66. PAREDES, ELIZALDY C.	SECURITY GUARD
67. SOLIMAN, ALBERT R.	SECURITY GUARD
68. ARCENA, ERICSON R.	SECURITY GUARD
68. AGBULOS, ROMMEL J.	SECURITY GUARD
70. BALITA, ARVIC O.	SECURITY GUARD
71. BARTOLOME, ERICSON M.	SECURITY GUARD

ENCLOSURE NO. 2 (PROGRAM)

**Office of the Schools Division Superintendent (OSDS)
2025 Year-End Program Implementation Review**

Date: December 02, 2025

Venue: To Be Announced

Program of Activities

Time	Activity	Responsible Person
8:00 – 10:00 AM	Registration	Secretariat
10:00 – 10:15 AM	Opening Prayer & National Anthem	AVP
10:15 – 10:20 AM	Welcome Remarks	Assistant Schools Division Superintendent
10:20 – 10:25 AM	Inspirational Message	Schools Division Superintendent
10:25 – 11:30 AM	Presentation of Program Reports & Accomplishments	Unit/Section Heads
11:30 – 12:00 PM	Open Forum: Feedback and Discussion	Facilitator
12:00 – 1:00 PM	Lunch Break	All Participants
1:00 – 2:30 PM	Planning and strategizing for 2026 Programs	OSDS Personnel
2:30 – 3:00 PM	Presentation of Consolidated Plans	Assigned Group
3:00 – 3:30 PM	Closing Remarks	Administrative Officer V

Program Committee

Management Staff	Members
Program Owner	Homer N. Mendoza/Glenda D.S. Catadman
Logistics Officers (including program, invitation, registration, attendance, Sound System and certificates)	Florence V. Descallar /Josephus Perseus B. Banaag
M & E Coordinator	Marilyn O. Anglo
Finance Officer	Jona B. Ramos/Precila E. Custodio
Health Officer	Rosa Irma B. Geda
Documenter	Naamah C. Mambalos/Ronnie B. Yohan
Facilitator	Leomil Ballena/Jamela Rose I. Pinili