



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

11 Dec 2025

DIVISION MEMORANDUM
No. 769, s. 2025

**CONDUCT OF THE 2025 YEAR-END PROGRAM
IMPLEMENTATION REVIEW (PIR) OF THE SCHOOL
GOVERNANCE AND OPERATIONS DIVISION CUM TRAVEL
ORDER**

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

1. To further support the delivery of quality basic education to the public and private schools of Imus City and ensure that the programs, projects, and activities are aligned with the vision and mission of the Department of Education, this Office, announces the conduct of the 2025 Year-End Program Implementation Review (PIR) of the School Governance and Operations Division (SGOD) on December 12-13, 2025 at Tanza Oasis Hotel and Resort, Km 41 A. Soriano Highway, Brgy. Capipisa East, Tanza, Cavite.
2. See Enclosure No. 1 for the list of participants and Enclosure No. 2 for the program.
3. The activity aims to:
 - a. evaluate the results of all mandated and initiated programs, projects, and activities (PPAs) for FY 2025 of the SGOD;
 - b. gather feedback and recommend enhancements to improve the implementation of PPAs; and
 - c. develop plans and strategize for upcoming PPAs of the SGOD.
4. This Memorandum shall also serve as the official travel authority of the participants of the PIR.
5. The participants in this activity shall be entitled to a Compensatory Time-Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).



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PRIME-HRM
BRONZE AWARDEE

6. Expenses related to this activity shall be charged against SDO MOOE-GASS subject to the existing accounting and auditing rules and regulations.
7. Relative to the said activity, all official transactions within the SDOIC-SGOD on December 12, 2025 shall be limited to the submission of documents at the Records Section of the Schools Division Office of Imus City. If applicable, online submission of documents is strongly encouraged through the Less Paper System.
8. For queries and clarifications, please contact Ivan Honorpette A. Mijares, Education Program Supervisor/OIC, SGOD, at 09150870679.
9. 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 subject:

MONITORING AND EVALUATION

sgod/mcz/December 10, 2025

Enclosure No. 1 to Division Memorandum No. 769, s. 2025

**LIST OF PARTICIPANTS FOR THE 2025 PIR OF SGOD
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	Ivan Honorpette A. Mijares	Education Program Supervisor/OIC, SGOD
4	June Bence L. Adelan	Education Program Supervisor
5	Marlyn C. Alegro	Head Teacher III
6	Ria E. Amandy	Clerk
7	Jeramie G. Buensuceso	Principal I
8	Anthony D. Bungay	PDO II - DRRM
9	Gian Paul G. Creencia	Medical Officer III
10	Ariel R. Dayrit	PDO I - YFD
11	Winchell Y. De Vera	Nurse II
12	Joanne P. Genido	Administrative Assistant III
13	Marife R. Grossman	Dentist II
14	Virginie Monique C. Javier	Technical Assistant I
15	Naamah C. Mambalos	Planning Officer III
16	Jay Darious M. Montealegre	Technical Assistant IV
17	Jayner S. Obias	Clerk
18	Rosemae F. Rosete	Nurse II
19	Jenielyn A. Sadang	SEPS - PRS
20	Christian Gabriel C. Ynieta	Nurse II
21	Medel Carlos C. Zarsuelo Jr.	EPS II - SMME

Enclosure No. 2 to Division Memorandum No. 769, s. 2025**PROGRAM MATRIX FOR THE 2025 PIR OF SGOD**

DECEMBER 12, 2025 (DAY 1)		
Time	Activity	Responsible Person
7:30 AM – 8:00 AM	Registration	Joanne P. Genido Ria E. Amandy
8:00 AM – 9:00 AM	Preliminaries 1. Philippine National Anthem 2. Prayer 3. DepEd Quality Policy Statement 3. Imus Hymn 4. Dangal ng Imus	AVP
	Presentation of Participants	June Bence L. Adelan Education Program Supervisor
	Opening Remarks	Glenda DS. Catadman OIC – Assistant Schools Division Superintendent
	Inspirational Message	Homer N. Mendoza OIC – Schools Division Superintendent
9:00 AM – 9:15 AM	Health Break	
9:15 AM – 12:00 PM	Program Implementation Review	Medel Carlos C. Zarsuelo Jr., June Bence L. Adelan, Ivan Honorpette A. Mijares
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 5:00 PM	Program Implementation Review	Medel Carlos C. Zarsuelo Jr., June Bence L. Adelan, Ivan Honorpette A. Mijares
DECEMBER 13, 2025 (Day 2)		
8:00 AM – 8:15 AM	Makabayan Song & Prayer	AVP
8:15 AM – 12:00 PM	Program Implementation Review	Medel Carlos C. Zarsuelo Jr., June Bence L. Adelan, Ivan Honorpette A. Mijares
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 2:45 PM	Program Implementation Review	Medel Carlos C. Zarsuelo Jr., June Bence L. Adelan, Ivan Honorpette A. Mijares
2:45 PM – 3:00 PM	Closing Remarks	Ivan Honorpette A. Mijares EPS/OIC, SGOD
Masters of Ceremonies Marife R. Grossman and Winchell Y. De Vera		

Enclosure No. 3 to Division Memorandum No. 769, s. 2025

PROGRAM MANAGEMENT TEAM FOR THE 2025 PIR OF SGOD

Management Personnel	Member
Top Management	Homer N. Mendoza OIC – Schools Division Superintendent Glenda DS. Catadman OIC – Assistant Schools Division Superintendent
Program Owners	Ivan Honorpoette A. Mijares June Bence L. Adelan Medel Carlos C. Zarsuelo Jr.
Logistics Officers	Anthony D. Bungay Ariel R. Dayrit Jayner S. Obias
M&E Coordinator	Medel Carlos C. Zarsuelo Jr.
Documenters (Registration, Program, and Invitation)	Ria E. Amandy Joanne P. Genido Virginie Monique C. Javier
Welfare Officer	Gian Paul G. Creencia
Master of Ceremonies	Marife R. Grossman and Winchell Y. De Vera