



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

12 Dec 2025

DIVISION MEMORANDUM

No. 172, s. 2025

**PREPARATION OF THE 2025 ANNUAL ACCOMPLISHMENT
REPORT (AAR) CUM DIVISION EXECUTIVE COMMITTEE
MEETING (DEXECOM) AND 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 preparation of the 2025 Annual Accomplishment Report (AAR) cum Division Executive Committee Meeting (DExeCom) on December 16-17, 2025 at Elijah Hotel, Molino Paliparan, Salawag, Dasmariñas 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;
 - e. Customer Satisfaction and Feedback (9.3.2 c1);
 - f. Status of Programs, Activities, and Projects (PAPs) (9.3.2 c3);
 - g. Status of Nonconformities and Request for Actions (9.3.2 c4)
 - h. Monitoring and Measurement Results (9.3.2 c5)
 - i. Updates on the Improvement on Operations Manuals, and
 - ii. MEA-PIR;
 - i. Internal Quality Audit Results and COA Findings (if applicable) (9.3.2 c6);
 - j. Performance of External Providers (9.3.2 c7);
 - k. Adequacy of Resources (9.3.2 d);
 - l. Risk Monitoring & Review Results (9.3.2 e); and



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m. Opportunities for Improvement (9.3.2 f).

4. The participants are requested to accomplish the AAR 2025 form through this link: <https://tinyurl.com/SDOICAAR2025> and the status of the Office Performance Commitment and Review Form (OPCRF) through this link: <https://tinyurl.com/Status-OPCRF-Dec2025>. The deadline is on December 15, 2025.
5. The DMEA Forms 1-4 for the 3rd Quarter of 2025 shall be submitted on or before 1:00 PM of December 14, 2025 at <https://tinyurl.com/DMEA2025-2026>.
6. This Memorandum shall also serve as the official travel authority of the participants to the said activity.
7. Expenses related to this activity shall be charged against SDO MOOE-GASS subject to the existing accounting and auditing rules and regulations.
8. For queries and clarifications, please contact Mr. Medel Carlos C. Zarsuelo Jr., Education Program Specialist II, at 046-419-8450 to 53 local 227 and 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 subjects:

REPORTS
MONITORING AND EVALUATION

sgod/mcz/December 12, 2025

Enclosure No. 1 to Division Memorandum No. 772, s. 2025

**LIST OF PARTICIPANTS FOR THE PREPARATION OF THE
2025 ANNUAL ACCOMPLISHMENT REPORT (AAR) CUM
DIVISION EXECUTIVE COMMITTEE MEETING (DEXECOM)
AND 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	Robert D. Baarde Jr.	Administrative Aide VI

Enclosure No. 2 to Division Memorandum No. 772, s. 2025**PROGRAM MATRIX**

DECEMBER 16, 2025 (DAY 1)		
Time	Activity	Responsible Person/Office
7:30 AM – 8:00 AM	Registration	SGOD
8:00 AM – 12:00 PM	Preliminaries <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • DepEd Quality Policy Statement • Imus Hymn • Dangal ng Imus • DepEd Quality Policy Statement 	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"> a. SWOT b. Risk Registry 	June Bence L. Adelan
	Customer Satisfaction and Feedback (9.3.2 c1)	June Bence L. Adelan
	Status of OPCR	Naamah C. Mambalos
	Status of Programs, Activities, and Projects (PAPs) Quarter 3 2025 (9.3.2 c3) (DMEA Forms 1-4)	Marciano V. Valles Ivan Honorpette A. Mijares, Ronnie B. Yohan Naamah C. Mambalos, Jona B. Ramos, Precila E. Custodio, Atty. Mario T. Tamondong Jr.
	Status of Nonconformities and Request for Actions (9.3.2 c4)	Marilou P. Bronzi

	Monitoring and Measurement Results (9.3.2 c3 & 5)	
	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
	Adjournment	Homer N. Mendoza
12:00 PM – 1:PM	Lunch	
1:00 – 5:00 PM	Preparation of 2025 Annual Accomplishment Report	Medel Carlos C. Zarsuelo Jr.
DECEMBER 17, 2025 (Day 2)		
8:00 AM – 8:15 AM	Makabayan Song & Prayer	AVP
8:15 AM – 12:00 PM	Preparation of 2025 Annual Accomplishment Report	Medel Carlos C. Zarsuelo Jr.
12:00 PM – 1:00 PM	Lunch	
1:00 PM – 4:30 PM	Preparation of 2025 Annual Accomplishment Report	Medel Carlos C. Zarsuelo Jr.
4:30 PM – 4:35 PM	Closing Remarks	Glenda DS. Catadman
Master of Ceremonies Jenielyn A. Sadang SEPS - PRS		

Enclosure No. 3 to Division Memorandum No. 172, s. 2025**PROGRAM MANAGEMENT TEAM**

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