



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
**SGOD-2023- 501**

**October 16, 2023**

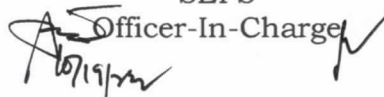
**ADDENDUM TO YEAR-END REVIEW AND 2024 TARGET SETTING**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Concerned SDO Personnel

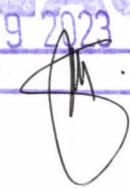
1. This is in reference to Division Memorandum SGOD-2023-462 dated October 3, 2023 signed by Sollie B. Oliver, Chief ES, Officer-In-Charge, re: Year-End Review and 2024 Target Setting.
2. Attached is the list of updated participants, room assignment, and program of activities for ready reference.
3. For information, guidance, and compliance.

For and in the absence of the Schools Division Superintendent:

  
**PETER-JASON C. SENARILLOS**  
SEPS

Officer-In-Charge  


Schools Division of Digos City  
RECORDS SECTION

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DATE: OCT 19 2023 TIME: 3:15 PM  
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Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**DIVISION MEMORANDUM**  
**SGOD-2023- 462**

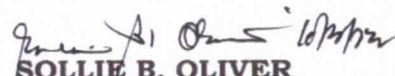
**October 3, 2023**


**YEAR-END REVIEW AND 2024 TARGET SETTING**

To: Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Public School Heads  
Concerned SDO Personnel

1. Year-end assessment is an integral component of management which generates official evaluation of an individual or office's annual performances. It determines the degree by which targets set at the start of the year are met, to what extent, and the reasons behind the achievements or setbacks. It is also an opportunity to understand performances better, re-evaluate commitments, strengths and weaknesses, as well as the external gains and losses. Likewise, it paves the way to the setting up of new directions and targets for next year's operations for a more improved performance.
2. Along this line, this Office will conduct Year-End Review and 2024 Target Setting on November 8-10, 2023 at Twin Mountain Resort, Sitio Balutakay, Brgy. Managa, Bansalan, Davao del Sur.
3. Attached is the list of participants for ready reference. Participants are required to bring laptop and extension wire for the activities.
4. The expenses (registration fee, transportation, meals, and accommodation) incurred relative to the activity are chargeable against GAA HRD Funds and School MOOE and/or other local funds subject to the usual accounting and auditing rules and regulations.
5. For information, guidance, and compliance.

For and in the absence of the Schools Division Superintendent:

  
**SOLLIE B. OLIVER**  
Chief ES, SGOD  
Officer-In-Charge

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: OCT 04 2023 TIME: 2:13 PM  
BY: 



## **ROOM ASSIGNMENTS**

**NOVEMBER 8-9, 2023**

### **MT. MATUTUM 1**

1. MELANIE P. ESTACIO-SDS

### **MT. MATUTUM 2**

1. BASILIO P. MANA-AY, JR.- ASDS

### **MT. TAMPURONG 1**

1. SOLLIE B. OLIVER- CHIEF
2. BEVERLY S. DAUGDAUG- CHIEF
3. CHERRIE ANNE BOHOL- EPS
4. JANICE ALQUIZAR- EPS II
5. APRIL ROSE ALCALA- PDO
6. CECILE UY- EPS II
7. ROSARIO DIAMANTE- CASHIER
8. CLARISSE LLABAN- LEGAL

### **MT. TAMPURONG 2**

1. MARY JOY FORTUN- PSDS
2. IDA JUEZAN- PSDS
3. CHERRY ROSSETTE OLIVA- PSDS
4. JESSICA LUCERO-PSDS
5. JOAN NIONES-EPS
6. LUZMINDA JASMIN- EPS
7. RONILYN NIEVES-EPS
8. ZANDRIA SY- EPS

### **APO SANDAWA ROOM 1**

1. GEMMA SALANGA- EPS
2. LEILANI SEÑIRES-EPS
3. ROFELIA DE MESA-GUIDANCE
4. ELVIE TIMON- EPS II
5. CHERRY LYNE GONZAGA- EPS II
6. ALELI CHIONG- RECORDS

### **APO SANDAWA ROOM 2**

1. HEIDI ESCALONA- SUPPLY
2. NORELIZA MISAL- ACCOUNTANT
3. NEPTUNE TAMBILAWAN- BUDGET
4. MYHARRA FAYE BALINGIT- HR
5. HELEN FRANCONAS- ENGINEER
6. CHONA LASIB-GUIDANCE

### **APO SANDAWA ROOM 3**

1. ELESER MATEO- PSDS
2. RONALD DEDACE- SEPS
3. AIRON ALEJANDRO- PLANNING
4. PETER-JASON SENARILLOS- SEPS
5. MARJUN REBOSQUILLO- SEPS
6. JOSE ISRAEL MARAVILLES- PDO

**UPPER PART**

1. FRANCIS JUDE ALCOMENDRAS- AO V
2. REYZEN MONSERATE- EPS II
3. STEPHEN PASCUAL- ITO
4. JAYZON CARDINES- DRMM

**MT. VILLA ROOM 1**

1. CLARENCE PILLERIN-PSDS
2. GERVASIO SALINAS, JR.- PSDS
3. TITO ENDRINA- EPS
4. ANGEL BISAGA, JR.-EPS

**MT. VILLA ROOM 2**

1. ELY CATALUÑA- PSDS
2. JEM BOY CABRELLA- EPS
3. NEIL BONGCAYAO- PSDS

**MT. VILLA ROOM 3**

1. LYRA PILLARTE- MO
2. HAZEL MARIE ESCABILLAS- NURSE
3. DHELMIE CHRISTINE PEÑAS- NURSE

**Notes:**

1. Please inform the front desk personnel if you will transfer your room assignment.
2. Please notify the SEPS-HRD if you opt not to stay/sleep in the venue.

**Food to be served:**

Morning Snacks  
Lunch  
Afternoon Snacks  
Dinner  
Breakfast



## **ROOM ASSIGNMENTS**

**NOVEMBER 9-10, 2023**

### **MT. MATUTUM 1**

1. MELANIE P. ESTACIO-SDS

### **MT. MATUTUM 2**

1. BASILIO P. MANA-AY, JR.- ASDS

### **MT. TAMPURONG 1**

1. SOLLIE B. OLIVER- CHIEF
2. BEVERLY S. DAUGDAUG- CHIEF
3. CHERRIE ANNE BOHOL- EPS
4. JANICE ALQUIZAR- EPS II
5. APRIL ROSE ALCALA- PDO
6. CECILE UY- EPS II
7. NEDYMAR ANDRADE- SCHOOL HEAD
8. TITA HERAMIZ- SCHOOL HEAD
9. INDA NACUA- SCHOOL HEAD
10. RIZZA VILLALUNA- SCHOOL HEAD

### **MT. TAMPURONG 2**

1. REX SAYSON- SCHOOL HEAD
2. FELZEV LLOYD SAYSON- SCHOO HEAD
3. EUGENE SAYSON- SCHOOL HEAD
4. ALLEN JOSEPH MALAHAY- SCHOOL HEAD
5. JAY PAUL CABURAL- SCHOOL HEAD
6. JULIUS CASTAÑARES- SCHOOL HEAD
7. JONATHAN RELLON- SCHOOL HEAD
8. ADBUL GAPOR DE GUZMAN- SCHOOL HEAD
9. ANGELITO VILLAGONZALO- SCHOOL HEAD

### **APO SANDAWA ROOM 1**

1. RACHEL POGOY- SCHOOL HEAD
2. REBECCA LORELIE DEIPARINE- SCHOOL HEAD
3. LEILANI SENIRES-EPS
4. JOY BAULETE- SCHOOL HEAD
5. JACQUELINE JAUM- SCHOOL HEAD
6. MARIFE BOHOL- SCHOOL HEAD
7. MELACRIS CAMPOMAYOR- SCHOOL HEAD

### **APO SANDAWA ROOM 2**

1. MYLENE SAMONTE- SCHOOL HEAD
2. NORELIZA MISAL- ACCOUNTANT
3. CHONA LASIB-GUIDANCE
4. NORWENDA HAIRIL- SCHOOL HEAD
5. MERILYN SALBORO- SCHOOL HEAD
6. ANTONIA JUMAWAN- SCHOOL HEAD
7. NOBA RUBION- SCHOOL HEAD

### **APO SANDAWA ROOM 3**

1. ELESER MATEO- PSDS
2. RONALD DEDACE- SEPS

3. AIRON ALEJANDRO- PLANNING
4. PETER-JASON SENARILLOS- SEPS
5. MARJUN REBOSQUILLO- SEPS
6. JOSE ISRAEL MARAVILLES- PDO
7. EDSEL NACUA- SCHOOL HEAD

#### **APO SANDAWA ROOM 4**

1. JOEL CARTAJENA- SCHOOL HEAD
2. REYZEN MONSERATE- EPS II
3. ROWELEM ROSIMA- SCHOOL HEAD
4. MARIO ANDALES- SCHOOL HEAD
5. RENATO CALIPAYAN- SCHOOL HEAD
6. NELSON LUCERO- SCHOOL HEAD
7. PETER PAUL DEIPARINE- SCHOOL HEAD

#### **MT. VILLA ROOM 1**

1. JERWIN GRANADA- SCHOOL HEAD
2. CESAR GEVERA- SCHOOL HEADE
3. EDUARDO PALLER- SCHOOL HEAD

#### **MT. VILLA ROOM 2**

1. DANN BECAMON- SCHOOL HEAD
2. AL FERNANDEZ- SCHOOL HEAD
3. JUVY SALISE- SCHOOL HEAD

#### **MT. VILLA ROOM 3**

1. LYRA PILLARTE- MO
2. HAZEL MARIE ESCABILLAS- NURSE
3. DHELMIE CHRISTINE PEÑAS- NURSE
4. RAQUEL CEDEÑO- SCHOOL HEAD
5. ROTSHEN CASILAC- SCHOOL HEAD
6. ELIZABETHA BUERON- SCHOOL HEAD
7. AIMEE AMOR PORTO- SCHOOL HEAD

#### **UPPER PART**

1. ALDIN JR. BARSALOTE- SCHOOL HEAD
2. JONATHAN ALMACIN- SCHOOL HEAD
3. JUVIC SUCAYRE- SCHOOL HEAD
4. KING DEVUSFRUTO- SCHOOL HEAD
5. MARVIN PADILLO- SCHOOL HEAD

#### **Notes:**

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#### **Food to be served:**

Morning Snacks  
Lunch  
Afternoon Snacks  
Dinner  
Breakfast

**SDO-DIGOS CITY YEAR-END REVIEW, EVALUATION AND TARGET SETTING**

(SDO Program Holders) Synergy Building Activity

Date and Time	Activity	Persons Involved	Expected Output	Resources Needed
November 8, 2023				
7:30:00-8:00 AM	Registration/ AM Snacks	TWG/ Participants	Registered Participants	Attendance Sheet
8:00-8:40 AM	Part I: Preliminaries (AVP)	TWG		Laptops, Projectors, Sound system and other equipment/devices
8:00-8:30 AM	a. Philippine National Anthem			
	b. Prayer			
	c. Digos City Hymn			
	d. DepEd One QMS Policy			
	e. Zumba			
8:30- 8:40 AM	f. Welcome Remarks & Rationale	ASDS Basilio P. Mana-ay, Jr.		
8:40 -11:00 AM	Part II: Session 1			
8:40- 9:10 AM	Points to Ponder!	Eleser D. Mateo, Marjun B.	Presented analysis on the	
9:10- 9:30 AM	Just Chequing in!	NoryLiza Misal & Neptune	Presented review and	
9:30-10:00 AM	Knowledge Check	Cecile C. Uy, Reyzen O.	Answered Pre-test and	
10:00- 10:10 am	Break (Morning Snacks)			
10:10- 11:40 PM	Session 2:		Involved participants who have presented and completed their outputs on integrated quality in their planned activities, and were given constructive feedbacks	Team building materials, Laptops and Projectors
	Warming Up! (*let them realized on coming up with quality work through group dynamics)	Chona Lasib		
11:40- 1:00 PM	Lunch break & Checking-in			
1:00- 5:00 PM	Breaking out, Firming up! (In this activity, the participants will be grouped according to each division to huddle, brainstorm and sit on the task of completing the data called for. With the use of Mind Mapping organizer, the participants will review their respective PAPs and respond to the qualitative indicators needed, issues /concerns, target setting (2024), quantitative target & qualitative (processes and strategy that addresses previous issues and enable the achievement of the newly target set). A drawing of a mind map organizer with a matrix of entries from a template will be prepared and distributed. With their facilitator, all group members will organize and encode their responses accordingly for presentation.	Peter-Jason C. Senarillos & Cherrie Anne B. Bohol		
5:00-5:30 PM	Horizon for Growth! (Closing activity as to personal	Cecile C. Uy, Reyzen O.	Consolidated results from	Laptops & Projector

5:30-7:00 PM	Dinner	Participants		
7:00-7:30 PM	Preparation for Social Night	TWG & Participants		
7:30-9:00 PM	Social Night	Delmie Peñas , Hazel		
November 9, 2023				
6:00-8:00 AM	Breakfast			
8:00- 9:00 AM	Check-out			



**SDO-DIGOS CITY YEAR-END REVIEW, EVALUATION AND TARGET SETTING**

(SDO Program Holders) Synergy Building Activity

Date and Time	Activity	Persons Involved	Expected Output	Resources Needed
November 9, 2023				
7:30:00-8:00 AM	Registration/ AM Snacks	TWG/ Participants	Registered Participants	Attendance Sheet
8:00-8:40 AM	Part I: Preliminaries (AVP)	TWG		Laptops, Projectors, Sound system and other equipment/devices
8:00-8:30 AM	a. Philippine National Anthem			
	b. Prayer			
	c. Digos City Hymn			
	d. DepEd One QMS Policy			
	e. Zumba			
8:30- 8:40 AM	f. Welcome Remarks & Rationale	ASDS Basilio P. Mana-ay, Jr.		
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9:30-10:00 AM	Knowledge Check	Cecile C. Uy, Reyzen O.	Answered Pre-test and	
10:00- 10:10 am	Break (Morning Snacks)			
10:10- 11:40 PM	Session 2:		Involved participants who have presented and completed their outputs on integrated quality in their planned activities, and were given constructive feedbacks	
	Warming Up! (*let them realized on coming up with quality work through group dynamics)	Chona Lasib		
11:40- 1:00 PM	Lunch break & Checking-in			
1:00- 5:00 PM	Synergy in Process! (Group Activity "Thematic Diagram based on Target Setting, Quantitative and Qualitative indicators from each program")	Peter-Jason C. Senarillos & Cherrie Anne B. Bohol		Team building materials, Laptops and Projectors

	Lead me! (Presentation of outputs)			
5:00-5:30 PM	Horizon for Growth! (Closing	Cecile C. Uy, Reyzen O.	Consolidated results from	Laptops & Projector
5:30-7:00 PM	Dinner	Participants		
7:00-7:30 PM	Preparation for Social Night	TWG & Participants		
7:30-9:00 PM	Social Night	Delmie Peñas , Hazel		
November 10, 2023				
6:00-8:00 AM	Breakfast			
8:00- 9:00 AM	Check-out			