



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

Office of the Schools Division Superintendent

November 11, 2025

DIVISION MEMORANDUM

SGOD-2025 - 770

To: Assistant Schools Division Superintendent
Division Chief-SGOD
Division SBM Focal Person – **Cherrie Anne B. Bohol, EPS-SGOD**
Division GAD Focal Person – **Janice S. Alquizar, EPS II-HRD**

Subject: **CONDUCT OF THE SCHOOL-BASED MANAGEMENT (SBM) AND GENDER AND DEVELOPMENT (GAD) FOURTH QUARTER POCKET MEETING AND PROVISION OF TECHNICAL ASSISTANCE**

1. This is in reference to Regional Memorandum FTAD-2025-041 dated November 3, 2025, signed by Allan G. Farnazo, Director IV, re: **Conduct of School-Based Management (SBM) and Gender and Development (GAD) Fourth Quarter Pocket Meeting and Provision of Technical Assistance** which will be conducted on **November 19-20, 2025** at the **Schools Division of Davao Oriental**.
2. The meeting aims to discuss updates, interact with other GAD and SBM Coordinators, share and document best practices, and provide best solutions to problems, gaps and bottlenecks that have been identified by each participant.
3. Further, the team will visit **Our Lady of Guadalupe National High School**, Baculin, Baganga, Davao Oriental to assess its GAD facilities, resources, programs, and SBM initiatives in support of a gender-responsive and well-managed basic education. Classes must remain undistruptive during the visit, and the provision of tokens, leis, or any lavish preparations is strictly prohibited.
4. Food and snacks during the meeting shall be charged to GAD fund or other available sources of the host division, while travel, accommodation, and other related expenses incurred for the activity shall be charged to local funds, subject to the usual accounting rules and regulations.
5. Immediate dissemination and compliance with this Memorandum is directed.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: NOV 12 2025 TIME: 11:00 AM
BY: [Signature]

MARJUN B. REBOSQUILLO
Senior Education Program Specialist – P&R
Officer In-Charge

Enclosed: As stated.
SGOD/jsa



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Republic of the Philippines
Department of Education
DAVAO REGION



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November 3, 2025

REGIONAL MEMORANDUM
FTAD-2025-041

CONDUCT OF THE SCHOOL-BASED MANAGEMENT (SBM) AND GENDER AND DEVELOPMENT (GAD) FOURTH QUARTER POCKET MEETING AND PROVISION OF TECHNICAL ASSISTANCE

To: Schools Division Superintendents
Chiefs of Functional Divisions

1. Pursuant to Regional Memorandum FTAD-2025-007 on the conduct of the School-Based Management (SBM) and Gender and Development (GAD) Quarterly Pocket Meetings for Calendar Year 2025, this Office informs the Schools Division Superintendents and Functional Division Chiefs on the schedule for the Fourth Quarter Pocket Meeting to be conducted on November 19-20, 2025, at the Schools Division of Davao Oriental.
2. The participants of the meeting are the GAD Focal Persons and SBM Coordinators from the Schools Division Offices and Functional Divisions of DepEd RO XI, as listed in the enclosure.
3. The meeting aims to discuss updates, interact with other GAD and SBM champions, share and document best practices, and provide best solutions to problems, gaps, and bottlenecks that have been identified by each participant.
4. Further, the team will visit Our Lady of Guadalupe National High School, Baculin, Baganga, Davao Oriental to assess its GAD facilities, resources, programs, and SBM initiatives in support of a gender-responsive and well-managed basic education. Classes must remain undisrupted during the visit, and the provision of tokens, leis, or any lavish preparations are strictly prohibited.
5. Food and snacks during the meeting shall be charged to the GAD fund or other available sources of the host division, while travel, accommodation, and other related expenses incurred for the activity shall be charged to local funds, subject to the usual accounting rules and regulations.
6. Immediate dissemination and compliance with this Memorandum are directed.

DEPARTMENT OF EDUCATION RO
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Encl.: As stated
ROF3/app

By: *[Signature]*
Date: Nov. 05, 2025



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Enclosure 1

LIST OF PARTICIPANTS

A. Division GAD Focal Persons or their Alternate

SCHOOLS DIVISION OFFICE	PARTICIPANTS
Davao del Norte	Cristopher B. Gonzales/ April Julie Mae Gonzaga
Davao de Oro	Grace D. Pontillas
Mati City	Ana Mae S. Padullon
Davao Occidental	Nelson G. Balagtas
Davao Oriental	Lotis P. Lapez
Digos City	Janice S. Serenio-Alquizar
Panabo City	Lea Jane M. Isleta
Tagum City	Eduard Mark A. Bautista
Davao City	Jonas P. Piore
Samal City	Evangeline C. Bongcac
Davao del Sur	Jessie S. Sajol

B. Division SBM Coordinators

SCHOOLS DIVISION OFFICE	PARTICIPANTS
Davao del Norte	Cristopher B. Gonzales
Davao de Oro	Marnelyjane A. Bernal
Mati City	Leorisyl D. Siarot
Davao Occidental	Elenita L. Bernales
Davao Oriental	Alan D. Limbadan
Digos City	Cherrie Ann B. Bohol
Panabo City	Ronmar V. Jayoma
Tagum City	Francisca R. Fadlan
Davao City	Flora C. Arcenal
Samal City	Graciela A. Robles
Davao del Sur	Jessie S. Sajol

C. Regional Office

FTAD SBM and GAD TWG	Aris B. Juanillo Aida P. Placencia Ronnie S. Mercado	CES, GAD Regional Focal Person EPS, GAD Alternate Focal Person EPS, SBM Coordinator
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	Julietta S. Nicolas	ADAS 1, GAD Secretariat
Finance Division (FD)	Katherine C. Datoy SAO	Functional Divisions GAD Focal Persons
Administrative Division (AD)	Carlo Magno G. Remolino ADAS VI	
Policy Planning and Research Division (PPRD)	Esther Khrysmaye A. Roble AO II	
Human Resource Development Division (HRDD)	Mariane B. Tubo EPS II	
Quality Assurance Division (QAD)	Ma. Cristina B. Dionisio EPS	
Education Support Services Division (ESSD)	Sara Jane B. Santos Dentist	
Curriculum and Learning and Management Division (CLMD)	Joies M. Presbitero EPS	
Office of the Regional Director (ORD)	Cecile Maria Sheelah B. Limosnero	



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Enclosure 2

MATRIX OF ACTIVITIES
SBM AND GAD FOURTH QUARTER POCKET MEETING
AND PROVISION OF TECHNICAL ASSISTANCE

November 19-20, 2025

Venue: Our Lady of Guadalupe NHS, Baculin, Baganga, Davao Oriental

Program of Activities DAY 1- November 19, 2025		
Time	Activities/Topic	Trainer/In-Charge
8:00 – 10:00 am	Arrival	PMT (Host Division)
10:00 am – 12:00 noon	School Benchmarking- Our Lady of Guadalupe NHS, Baculin, Baganga, Davao Oriental	Marielle R. Mendador SDO SBM Focal Lotis P. Lapez SDO GAD Focal
12:00 noon – 1:00 pm	Lunch break	
1:00 pm – 2:30 pm	Preliminaries Checking Attendance Acknowledgement of Participants Message of Support Topic: Violence Against Women and Children (R.A. 9262)	PMT (Host Division/School) Ernesto H. Cabanes Chief Education Supervisor-SGOD Dr. Josephine L. Fadul Schools Division Superintendent Atty. Shemelyn G. Bilbao Attorney III
2:30 pm – 5:00 pm	Pocket Meeting Proper SBM GAD	Aris B. Juanillo Chief Education Supervisor – FTAD Ronnie S. Mercado Regional SBM Coordinator Aida P. Placencia Regional GAD Alternate Focal Person



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DAY 2 -November 20, 2025		
Time	Activities/Topic	Trainer/In-Charge
6:00 am – 8:00 am		Breakfast
8:00 am – 10:00 am	Presentation of SBM and GAD Accomplishments and Best Practices	• Neil A. Moca Our Lady of Guadalupe NHS SBM Best Practice • Caraga LGU – GAD Best Practice
10:00 am – 11:30 am	Discussion on Issues and Concerns, and Ways Forward	Aris B. Juanillo Chief Education Supervisor – FTAD Ronnie S. Mercado Regional SBM Coordinator Aida P. Placencia Regional GAD Alternate Focal Person
Homebound		
Division Program Management Team		
YVETTE M. CELMAR		EPS – SGOD
MARIELLE R. MENDADOR		EPS II
LOTIS P. LAPEZ		EPS II
ALAN D. LIMBADAN		EPS
RYNNE MARRIEZ B. OLEA		GC II