



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025- 770

To : Assistant Schools Division Superintendent
Chief Education Supervisors (CID&SGOD)
Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Concerned Teaching-Related and Non-Teaching Personnel

Subject : CONDUCT OF 2025 YEAR-END PERFORMANCE REVIEW AND
EVALUATION, AND PLANNING FOR 2026 TARGETS
“EDUCATORS COMPASS: BLUEPRINT FOR MAPPING IMPACT AND
INSPIRING GROWTH”

Date : November 24, 2025

A year-end assessment is an integral component of management which generates official evaluation of an individual or office’s annual performance. 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. This activity will be conducted on **December 8-9, 2025 (for selected SDO personnel) and December 9-10, 2025 (for School Heads, selected teaching-related, and selected non-teaching personnel) at Venue 88 Hotel and Events Place, L. Dacera Sr. Avenue, Mabuhay Road, Brgy. San Isidro, General Santos City.**

The objectives of the activity are as follows:

- a) To conduct individual/office performance review by assessing the individual/group accomplishments against the Division Annual Implementation Plan (AIP), Division Education Development Plan, and 5-Point Reform Agenda;
- b) To enhance the Strategic & Medium-Term Plans, and conduct Operational (AIP) Planning for the succeeding year/s, integrating program and school accomplishments, identified gaps, and target outcomes for the upcoming planning cycle; and
- c) Engage participants in activities that promote wellness in the workplace.

Attached are the list of participants and the indicative program of activities.

The theme for the socialization night on December 9, 2025 will be “Merry and Tippy Cocktail Night/Semi-formal Cocktail Party”. The suggested costumes are cocktail dresses, jumpsuits, black-and-gold or red-and-gold palette, men in slacks, & button-downs (see attached photos).

As per DepEd No. 53,s. 2023 and CSC and DBM Joint Circular No. 2, s. 2004, teaching and non-teaching personnel shall be given service credits and Compensatory Time-Off (CTO) for services rendered during holidays, or weekends.

The medics on duty are Micah Fuentes, MD and Daissy Jane Sanoy, RN.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



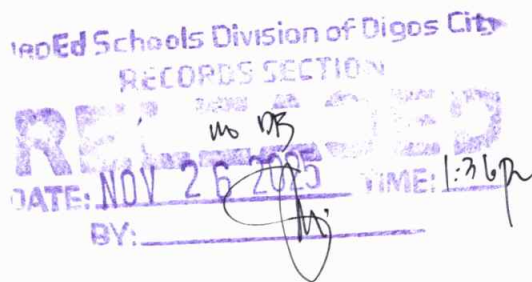
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Meals, snacks, accommodation, transportation, and other incidental expenses of the participants shall be charged against HRTD Funds/Local/Division or School MOOE, subject to the usual accounting and auditing rules and regulations

For information and compliance.


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



Enclosed: As stated.
SGOD/rom



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Enclosure No. 1 LIST OF PARTICIPANTS

DAY 1 (December 8-9, 2025)

	NAME	POSITION/DESIGNATION
1	Estacio, Melanie P.	Schools Division Superintendent
2	Francisquete, Maria Genevieve T.	Assistant Schools Division Superintendent
3	Oliver, Sollie B.	Chief ES – SGOD
4	Daugdaug, Beverly	Chief ES - CID
5	Arnaez-Llaban, Clarisse Joy C.	Attorney III
6	Rotsen N. Gayud	Administrative Officer IV
7	Pascual, Stephen R.	Information Technology Officer I
8	Vencio, Jake Lloyd	Administrative Officer V
9	Alcomendras, Francis Jude D.	Administrative Officer V
10	Sheena Asarak	Administrative Officer II
11	Balingit, Myhrra Faye L.	Administrative Officer IV
12	Mark Jayson Mabini	Administrative Officer II
13	Escalona, Heidi B.	Administrative Officer II
14	Alde, Ferna Renira T.	Public Schools District Supervisor
15	Bongcayao, Neil D.	Public Schools District Supervisor
16	Fortun, Mary Joy B.	Public Schools District Supervisor
17	Juezan, Ida I.	Public Schools District Supervisor
18	Lucero, Jessica G.	Public Schools District Supervisor
19	Oliva, Cherry Rossette E.	Public Schools District Supervisor
20	Pillerin, Clarence S.	Public Schools District Supervisor
21	Salinas Jr., Gervasio R.	Public Schools District Supervisor
22	Mateo, Eleser D.	Public Schools District Supervisor
23	Bisaga Jr., Angel V.	Education Program Supervisor
24	Cabrella, Jem Boy B.	Education Program Supervisor



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25	Niones, Joan M.	Education Program Supervisor
26	Quiñones, Elizabeth	Education Program Supervisor
27	Sy, Zandria M.	Education Program Supervisor
28	Pagayon, Rodel L.	Education Program Supervisor
29	Solano, Ivy F.	Education Program Supervisor
30	Señires, Leilani T.	Education Program Supervisor
31	Nacua, Inda D.	Education Program Supervisor
32	Rowena Magdayao	Education Program Supervisor
33	Dedace, Ronald B.	Public Schools District Supervisor
34	Vergara, Jerick S.	Engineer III
35	Senarillos, Peter-Jason C.	Senior Education Program Specialist
36	Monserate, Reyzen O.	Senior Education Program Specialist
37	Bohol, Cherrie Anne B.	Education Program Supervisor
38	Cardines, Jayzon	Project Development Officer II
39	Rebosquillo, Marjun B.	Senior Education Program Specialist
40	Uy, Cecile C.	Education Program Specialist II
41	Alquizar, Janice S.	Education Program Specialist II
42	Alejandro, Airon M.	Planning Officer III
43	Maravilles, Jose Israel M.	Project Development Officer I
44	Alcala, April Rose A.	Project Development Officer I
45	Micah Fuentes	Medical Officer III
46	Daissy Jane Sanoy	Nurse II
47	Ma Florinel Gallardo	ACCOUNTANT III
48	Cherry Lyne V. Gonzaga	EPSA
49	Elvie Timon	EPSA
50	Rofelia De Mea	GUIDANCE COORDINATOR



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DAY 2

(December 9-10, 2025)

	NAME	POSITION / DESIGNATION
1	Estacio, Melanie P.	Schools Division Superintendent
2	Francisquete, Maria Genevieve T.	Assistant Schools Division Superintendent
3	Oliver, Sollie B.	Chief ES – SGOD
4	Daugdaug, Beverly	Chief ES - CID
5	Arnaez-Llaban, Clarisse Joy C.	Attorney III
6	Rotsen N. Gayud	Administrative Officer IV
7	Pascual, Stephen R.	Information Technology Officer I
8	Vencio, Jake Lloyd	Administrative Officer V
9	Alcomendras, Francis Jude D.	Administrative Officer V
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22	Mateo, Eleser D.	Public Schools District Supervisor
23	Bisaga Jr., Angel V.	Education Program Supervisor
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31	Nacua, Inda D.	Education Program Supervisor
32	Rowena Magdayao	Education Program Supervisor
33	Dedace, Ronald B.	Public Schools District Supervisor
34	Vergara, Jerick S	Engineer III
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36	Monserate, Reyzen O.	Senior Education Program Specialist
37	Bohol, Cherrie Anne B.	Education Program Supervisor
38	Cardines, Jayzon	Project Development Officer II
39	Rebosquillo, Marjun B.	Senior Education Program Specialist
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51	Ruben Evaretta	Project Development Officer II
52	Juvy Comaingking	Librarian II
53	Jasmine Asarak	Dentist II
54	Myracel Dalope	Dentist II
55	Joel Gomito	Nurse II
56	Kristine Marie Bejarin	Nurse II
57	Frances Millicent Durano	Nurse II
58	Dyemro Eballe	Nurse II
59	Dhelmie Christine Peñas	Nurse II
60	Russel Kevin Maurin	Nurse II
61	Mark Castañares,	Administrative Officer II
62	Juvy Cardines	Administrative Officer II
63	Danilo Ebol, Jr.,	Administrative Officer II
64	Jessrael Bengil	Administrative Officer II
65	Roseter Alcaide	Administrative Officer II
66	Aljun Jay Loma	Administrative Officer II
67	Jay-Ar Iglesias	Administrative Officer II
68	Bonafe Catherine Rabaya	Administrative Officer II
69	Hadley Nahine	Administrative Officer II
70	Rizalien Jane Bongcayao	Administrative Officer II
71	Eleora Cecilia Gundaya	Administrative Officer II

	NAME OF SCHOOL HEAD	SCHOOL
72	JUVY B. SALISE	APLAYA ELEMENTARY SCHOOL
73	LLOYD C. CERVANTES	APOLANDIA ELEMENTARY SCHOOL
74	NEDYMAR D. ANDRADE	ARCAFLOR MANIAPAO ELEMENTARY SCHOOL
75	RENATO D. CALIPAYAN	BDIANG ELEMENTARY SCHOOL
76	NELSON E. LUCERO	BAGUMBUHAY ELEMENTARY SCHOOL
77	JAQUELINE A. JAUM	BALABAG ELEMENTARY SCHOOL



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78	MARVIN PADILLO	BALABAG NATIONAL HIGH SCHOOL
79	AL D. FERNANDEZ	BINATON ELEMENTARY SCHOOL
80	MARIFE M. BOHOL	CASILDO NONOL SR. ELEMENTARY SCHOOL
81	ABDUL GAPOR M. DE GUZMAN	COGON ELEMENTARY SCHOOL
82	MELACRES L. CAMPOMAYOR	COLORADO ELEMENTARY SCHOOL
83	JERWIN L. GRANADA	DAMÑAS ELEMENTARY SCHOOL
84	ALLEN JOSEPH R. MALAHAY	DAWIS ELEMENTARY SCHOOL
85	RAQUEL L. CEDEÑO, EdD.	DAWIS NATIONAL HIGH SCHOOL
86	ALDIN JR. J. BARSALOTE	DIGOS CITY CENTRAL ELEMENTARY SCHOOL
87	NOBA RUBION	DIGOS CITY NATIONAL HIGH SCHOOL
88	ROTSHEN V. CASILAC	DIGOS CITY NATIONAL HIGH SCHOOL-APLAYA EXTENSION
89	TITA T. HERAMIZ	DOMINGO V. ABAWAG, SR. ELEMENTARY SCHOOL
90	MYLENE G. SAMONTE	DON MARIANO MARCOS ELEMENTARY SCHOOL
91	ELECEL B. ADAM	DULANGAN ELEMENTARY SCHOOL
92	ANGELITO M. VILLAGONZALO	FEDERICO J. ALFEREZ ELEMENTARY SCHOOL
93	REBECCA LORELIE P. DEIPARINE	GAUDIOSO REUSORA CENTRAL ELEMENTARY SCHOOL
94	KING P. DEVESFRUTO	GOMA NATIONAL HIGH SCHOOL
95	JOEL A. CARTAJENA	IGPIT ELEMENTARY SCHOOL
96	JULIUS C. CASTAÑARES	IGPIT NATIONAL HIGH SCHOOL
97	REX C. SAYSON	ISAAC ABALAYAN ELEMENTARY SCHOOL
98	JONATHAN E. RELLON	JOLENCIO ALBERCA ELEMENTARY SCHOOL
99	AIMEE AMOR PORTO	KAPATAGAN NATIONAL HIGH SCHOOL
100	ROWELEM V. ROSIMA	KIBANBAN ELEMENTARY SCHOOL
101	JOY R. BAULETE	LUNGAG ELEMENTARY SCHOOL
102	JONATHAN C. ALMACIN	MAHAYAHAY ELEMENTARY SCHOOL
103	CESAR M. GEVERA JR.	MARAWER ELEMENTARY SCHOOL
104	JAY PAUL B. CABURAL	MATTI ELEMENTARY SCHOOL
105	JUVIC V. SUCAYRE	MATTI NATIONAL HIGH SCHOOL



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106	DANN R. BECAMON	NECENCIO A. ISIDRO ELEMENTARY SCHOOL
107	JAVE A. ENDAR	PALAN BAGOBO-TAGABAWA NATIONAL HIGH SCHOOL
108	NORWENDA G. HAIRIL	PEDRO S. GARCIA ELEMENTARY SCHOOL
109	EDUARDO PALLER, JR.	PEDRO V. BASALAN ELEMENTARY SCHOOL
110	EDSEL F. NACUA	RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL
111	PRINCE ALFRED P. MARZON	RANAO ELEMENTARY SCHOOL
112	MERILYN T. SALBORO	REMEDIOS N. SAPLALA ELEMENTARY SCHOOL
113	JAY PAUL B. CABURAL	RIZAL CENTRAL ELEMENTARY SCHOOL
114	ANTONIA S. JUMAWAN	RUPARAN ELEMENTARY SCHOOL
115	EUGENE C. SAYSON	RUPARAN NATIONAL HIGH SCHOOL
116	MARIO M. ANDALES	SAN MIGUEL ELEMENTARY SCHOOL
117	ALAN B. TIZON	SAN ROQUE NATIONAL HIGH SCHOOL
118	RIZZA L. VILLALUNA	SENIOR HIGH SCHOOL IN DIGOS CITY
119	PETER PAUL V. DEIPARINE	SOONG ELEMENTARY SCHOOL/PANGAGURAN/MAGUISI
120	JESSIE M. BALORIO	SOONG NATIONAL HIGH SCHOOL
121	RACHEL POGOY	DIGOS CITY NATIONAL HIGH SCHOOL
122	MICHAEL COMETA	KAPATAGAN NATIONAL HIGH SCHOOL
123	FLORA MAE CADUNGOG	DIGOS CITY CENTRAL ELEM. SCHOOL



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**Conduct of 2025 Year-End Performance Review and Evaluation, and Planning for
2026 Targets with the theme,
“Educators Compass: Blueprint for Mapping Impact and Inspiring Growth”
December 8-10, 2025, Venue 88, General Santos City
Indicative Program of Activities**

Day 1: December 8, 2025 (Monday) Participants: SDO Personnel (Top Management, Unit & Section Heads, and all relevant Program Managers)	
Time	Activity
8:00 AM- 8:30 AM	Arrival of Participants
8:30 AM- 8:40 AM	Opening Preliminaries
8:40 AM- 10:40 AM	Lecture/ Discussion from a Resource Person on “Quality Execution: A Leader’s Mission”
10:40 AM -10:50 AM	Health Break
10:50 AM- 11:15 AM	Presentation of 2025 Accomplishment Report (Tangible Results Only) & Feedback Giving
11:15 AM- 11:40 AM	A. Curriculum and Implementation Division
11:40 AM- 1:00 PM	B. School Governance and Operations Division
1:00 PM- 1:25 PM	Lunch Break and Check in to Respective Rooms
1:25 PM- 3:00 PM	C. Office of the Schools Division Superintendent
3:00 PM- 4:30 PM	Breakout Sessions for the Preparation and Crafting of the 2026 Annual Implementation Plan (Target Setting)
	Presentation of 2026 AIPs (Target Set)- Highlight only the major direction or flagship activity/ program anchored to Compendium V3, DEDP, 5 Point Reform Agenda, and Current Needs/ Priorities
	-Random Selection of Presenters (OSDS, SGOD & CID)
4:30 PM- 5:30 PM	Words of Challenge (SDS & ASDS)
Day 2: December 9, 2025 (Tuesday) Participants: Selected SDO Personnel & School Heads (Top Management, PSDSs, Selected Program Owners, & School Heads)	
Time	Activity
8:00 AM- 8:30 AM	Arrival of Participants
8:30 AM- 8:40 AM	Opening Preliminaries
8:40 AM- 10:40 AM	Lecture/ Discussion from a Resource Person on “Quality Execution: A Leader’s Mission”
10:40 AM -10:50 AM	Health Break
10:50 AM- 11:15 AM	Presentation of 2025 Accomplishment Report (Tangible Results Only Anchored on SH’s OPCRf KRAs and Objectives) & Feedback Giving
11:15 AM- 11:40 AM	A. Digos Occidental District
11:40 AM- 1:00 PM	B. Digos Oriental District
1:00 PM- 1:25 PM	Lunch Break and Check in to Respective Rooms
1:25 PM- 1:50 PM	C. Digos South District
1:50 PM- 2:15 PM	D. Mt. Apo District
2:15 PM- 4:00 PM	E. Secondary District
	Breakout Sessions for the Preparation and Crafting of the 2026 School Annual Implementation Plan (Target Setting) to be facilitated by the PSDSs
4:00 PM-4:30 PM	Presentation of 2026 AIPs (Target Set)- Highlight only the major direction or flagship activity/ program anchored to Compendium



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	V3, DEDP, 5 Point Reform Agenda, and School Current Needs/ Priorities -Random Selection of Districts
4:30 PM- 5:30 PM	Words of Challenge (SDS & ASDS)



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Merry and Topsy Cocktail Party
(SDO Digos City – School Leaders Year End Party)
December 9, 2025
6:00pm onwards
Venue 88 Hotel, General Santos City

Theme: *"Merry and Topsy Cocktail Night/ Semi-formal Cocktail Party"*

Attire: Attire: Cocktail dresses, jumpsuits, black-and-gold or red-and-gold palette, men in slacks, & button-downs

Program Flow

Entrance Parade of Attendees

- Acoustic background music

Intro-Host

- Highlight the purpose of the event.
- Emphasize the theme and its meaning.
- Mention the hopes and dreams of the organization
- Short toast message-SDS Melanie P. Estacio

Toast

Short Activity: "Find Your Match!"

- A short, fun activity where participants find the person with a matching outfit
- Runway Showcase (Modelling: partner)
- Small tokens for winners.

Music and Dance

- Open dance floor with the band

Dinner Time

- Buffet opening with light band performance
- Background music performed by the Band performers

Music and Dance

- Open dance floor with the band performers
- Picture taking and exchange of simple gifts

