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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024- 675

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

Subject : CONDUCT OF 2024 YEAR-END PERFORMANCE REVIEW AND
EVALUATION AND PLANNING FOR 2025 TARGETS

Date : October 24, 2024

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 **October 29-30, 2024 (for selected SDO personnel) and October 30-31, 2024 (for School Heads) at Eden Nature Park, Toril, Davao City.**

The objectives of the activity are as follows:

- To conduct individual/office performance review by assessing the individual/group accomplishments against the Division AIP and DEDP/MATATAG Roadmap;
- To plan for next year's targets taking into consideration individual/group achievements and setbacks in the current year; and
- Engage participants in activities that promote wellness in the workplace.

Attached is the list of participants of the said activity.

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.

Schools Division Office of Digos City
RECORDS SECTION

RELEASED
DATE: OCT 24 2024 TIME: 4:22 PM
BY: [Signature]

Enclosed: As stated.
SGOD/rom

[Signature]
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

[Signature]
10/24/24



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



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Enclosure No. 1 LIST OF PARTICIPANTS

DAY 1

SCHOOLS DIVISION OFFICE

	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	Mendez, Jihan Jane C.	Administrative Aide VI
7	Pascual, Stephen R.	Information Technology Officer I
8	Tambilawan, Neptune L.	Administrative Officer V
9	Alcomendras, Francis Jude D.	Administrative Officer V
10	Escaner, Gwen	Administrative Assistant III
11	Balingit, Myhrra Faye L.	Administrative Officer IV
12	Chiong, Aleli M.	Administrative Officer IV
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



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24	Cabrella, Jem Boy B.	Education Program Supervisor
25	Niones, Joan M.	Education Program Supervisor
26	Salanga, Gemma P.	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	Vergara, Jerick S.	Engineer III
33	Dedace, Ronald B.	Senior Education Program Specialist
34	Senarillos, Peter-Jason C.	Senior Education Program Specialist
35	Monserate, Reyzen O.	Senior Education Program Specialist
36	Bohol, Cherrie Anne B.	Education Program Supervisor
37	Cardines, Jayzon	Project Development Officer II
38	Rebosquillo, Marjun B.	Senior Education Program Specialist
39	Uy, Cecile C.	Education Program Specialist II
40	Alquizar, Janice S.	Education Program Specialist II
41	Alejandro, Airon M.	Planning Officer III
42	Maravilles, Jose Israel M.	Project Development Officer I
43	Alcala, April Rose A.	Project Development Officer I
44	Pilarte, Lyra O.	Medical Officer III
45	Dalope, Myracel J.	Dentist II
46	ROWENA MAGDAYAO	EPS
47	CHRISTINE JOY SALOMON	OIC – ACCOUNTANT III
48	FERDINAND MAGDADARO	PDO I - TWG
49	ELVIE TIMON	EPSA
50	ROFELIA DE MESA	GUIDANCE COORDINATOR



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DAY 2

	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	Alde, Ferna Renira T.	Public Schools District Supervisor
6	Bongcayao, Neil D.	Public Schools District Supervisor
7	Fortun, Mary Joy B.	Public Schools District Supervisor
8	Juezan, Ida I.	Public Schools District Supervisor
9	Lucero, Jessica G.	Public Schools District Supervisor
10	Oliva, Cherry Rossette E.	Public Schools District Supervisor
11	Pillerin, Clarence S.	Public Schools District Supervisor
12	Salinas Jr., Gervasio R.	Public Schools District Supervisor
13	Mateo, Eleser D.	Public Schools District Supervisor
14	Vergara, Jerick S.	Engineer III
15	Dedace, Ronald B.	Senior Education Program Specialist
16	Senarillos, Peter-Jason C.	Senior Education Program Specialist
17	Monserate, Reyzen O.	Senior Education Program Specialist
18	Bohol, Cherrie Anne B.	Education Program Supervisor
19	Cardines, Jayzon	Project Development Officer II
20	Rebosquillo, Marjun B.	Senior Education Program Specialist
21	Uy, Cecile C.	Education Program Specialist II
22	Alquizar, Janice S.	Education Program Specialist II
23	Alejandro, Airon M.	Planning Officer III
24	Alcala, April Rose A.	Project Development Officer I
25	Pilarte, Lyra O.	Medical Officer III



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26	FERDINAND MAGDADARO	PDO I - TWG
27	STEPHEN PASCUAL	DIVISION ITO
28	JIHAN JANE MENDEZ	ADA VI

	NAME OF SCHOOL HEAD	SCHOOLS
29	JUVY B. SALISE	APLAYA ELEMENTARY SCHOOL
30	LLOYD C. CERVANTES	APOLANDIA ELEMENTARY SCHOOL
31	NEDYMAR D. ANDRADE	ARCAFLOR MANIAPAO ELEMENTARY SCHOOL
32	RENATO D. CALIPAYAN	BADIANG ELEMENTARY SCHOOL
33	NELSON E. LUCERO	BAGUMBUHAY ELEMENTARY SCHOOL
34	JAQUELINE A. JAUM	BALABAG ELEMENTARY SCHOOL
35	MARVIN PADILLO	BALABAG NATIONAL HIGH SCHOOL
36	AL D. FERNANDEZ	BINATON ELEMENTARY SCHOOL
37	MARIFE M. BOHOL	CASILDO NONOL SR. ELEMENTARY SCHOOL
38	ABDUL GAPOR M. DE GUZMAN	COGON ELEMENTARY SCHOOL
39	MELACRES L. CAMPOMAYOR	COLORADO ELEMENTARY SCHOOL
40	JERWIN L. GRANADA	DAMÑAS ELEMENTARY SCHOOL
41	ALLEN JOSEPH R. MALAHAY	DAWIS ELEMENTARY SCHOOL
42	RAQUEL L. CEDEÑO, EdD.	DAWIS NATIONAL HIGH SCHOOL
43	ALDIN JR. J. BARSALOTE	DIGOS CITY CENTRAL ELEMENTARY SCHOOL
44	ELIZABETHA R. BUERON, MAVED	DIGOS CITY NATIONAL HIGH SCHOOL
45	ROTSHEN V. CASILAC	DIGOS CITY NATIONAL HIGH SCHOOL-APLAYA EXTENSION
46	TITA T. HERAMIZ	DOMINGO V. ABAWAG, SR. ELEMENTARY SCHOOL
47	MYLENE G. SAMONTE	DON MARIANO MARCOS ELEMENTARY SCHOOL
48	ELECEL B. ADAM	DULANGAN ELEMENTARY SCHOOL
49	ANGELITO M. VILLAGONZALO	FEDERICO J. ALFEREZ ELEMENTARY SCHOOL
50	REBECCA LORELIE P. DEIPARINE	GAUDIOSO REUSORA CENTRAL ELEMENTARY SCHOOL



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51	KING P. DEVESFRUTO	GOMA NATIONAL HIGH SCHOOL
52	JOEL A. CARTAJENA	IGPIT ELEMENTARY SCHOOL
53	RIZZA L. VILLALUNA	IGPIT NATIONAL HIGH SCHOOL
54	REX C. SAYSON	ISAAC ABALAYAN ELEMENTARY SCHOOL
55	JONATHAN E. RELLON	JOLENCIO ALBERCA ELEMENTARY SCHOOL
56	NOBA J. RUBION	KAPATAGAN NATIONAL HIGH SCHOOL
57	ROWELEM V. ROSIMA	KIBANBAN ELEMENTARY SCHOOL
58	JOY R. BAULETE	LUNGAG ELEMENTARY SCHOOL
58	JONATHAN C. ALMACIN	MAHAYAHAY ELEMENTARY SCHOOL
59	CESAR M. GEVERA JR.	MARAWER ELEMENTARY SCHOOL
60	JAY PAUL B. CABURAL	MATTI ELEMENTARY SCHOOL
61	JUVIC V. SUCAYRE	MATTI NATIONAL HIGH SCHOOL
62	DANN R. BECAMON	NECENCIO A. ISIDRO ELEMENTARY SCHOOL
63	JAVE A. ENDAR	PALAN BAGOBO-TAGABAWA NATIONAL HIGH SCHOOL
64	NORWENDA G. HAIRIL	PEDRO S. GARCIA ELEMENTARY SCHOOL
65	CLARENCE S. PILLERIN	PEDRO V. BASALAN ELEMENTARY SCHOOL
66	EDSEL F. NACUA	RAMON MAGSAYSAY CENTRAL ELEMENTARY SCHOOL
67	PRINCE ALFRED P. MARZON	RANAO ELEMENTARY SCHOOL
68	MERILYN T. SALBORO	REMEDIOS N. SAPLALA ELEMENTARY SCHOOL
69	EDUARDO P. PALLER JR.	RIZAL CENTRAL ELEMENTARY SCHOOL
70	ANTONIA S. JUMAWAN	RUPARAN ELEMENTARY SCHOOL
71	EUGENE C. SAYSON	RUPARAN NATIONAL HIGH SCHOOL
72	MARIO M. ANDALES	SAN MIGUEL ELEMENTARY SCHOOL
73	ALAN B. TIZON	SAN ROQUE NATIONAL HIGH SCHOOL
74	AIMEE AMOR C. PORTO	SENIOR HIGH SCHOOL IN DIGOS CITY
75	PETER PAUL V. DEIPARINE	SOONG ELEMENTARY SCHOOL/PANGAGURAN/MAGUISI
76	JULIUS C. CASTAÑARES	SOONG NATIONAL HIGH SCHOOL
77	RACHEL POGOY	DIGOS CITY NATIONAL HIGH SCHOOL



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ROOM Assignment – Day 1 (October 29,2024)

Vista Cottage #4 SDS	
1	M. Estacio

Vista Cottage #5 Resource Person	
1	

Begonia Room #1	
1	L. Senires
2	J. Lucero
3	I.Nacua
4	G. Salanga
5	R. De Mesa
6	Z. Sy

Begonia Room #2	
1	J. Niones
2	R. Magdayao
3	F. Alde
4	C. Llaban
5	J. Mendez
6	

Begonia Room #3	
1	A. Bisaga
2	G. Salinas
3	C Pillerin
4	J. Cabrella
5	E. Mateo
6	N. Bongcayao

Begonia Room #4	
1	A. Alcala
2	G. Escaner
3	H. Escalona
4	C. Salomon
5	A. Chiong
6	N. Tambilawan

Begonia Room #6	
1	J. I. Maravilles
2	F. Magdadaro
3	S. Pascual
4	J. Alcomendras

Begonia Room #7	
1	M. Rebosquillo
2	R. Monserate
3	J. Senarillos
4	J. Vergara
5	A. Alejandro

Begonia Room #8	
1	MG Francisquete
2	B. Daugdaug
3	I. Solano
4	J. Fortun

Begonia Room #9	
1	C.A. Bohol
2	L. Pelarte
3	M. Dalope
4	C. Uy

Legend:

-  On Leave/Training
-  Not sleeping/ Will go home

Will Not Attend Activity	
1) I. Juezan	
2) E. Timon	
3) M. Balingit	

Will Not Spend Overnight	
1) R. Dedace	
2) S. Oliver	
3) C.Oliva	
4) J. Alquizar	
5) R. Pagayon	
6) J. Cardines	

Day 2 (Oct 30-31)

Vista Cottage #4 SDS	
1	M. Estacio

Vista Cottage #5 Resource Person	
1	

Begonia Room #2	
1	M.G. Francisquete
2	B. Daugdaug
3	J. Fortun
4	F. Alde

Begonia Room #3	
1	C. Bohol
2	J. Mendez
3	C. Uy
4	R. de Mesa
5	L. Pelarte

Begonia Room #4	
1	M. Rebosquillo
2	R. Monserate
3	J. Senarillos
4	A. Alejandro
5	J. Vergara
6	F. Magdadaro

Begonia Room #5	
1	C. Pillerin
2	G. Salinas, Jr.
3	N. Bongcayao
4	E. Mateo
5	E. Paller
6	A. Barsalote

Begonia Room #6	
1	J. Lucero
2	N. Andrade
3	J. Jaum
4	M. Bohol
5	M. Campomayor
6	R. Cedeno

Begonia Room #7	
1	E. Bueron
2	R. Casilac
3	T. Heramiz
4	M. Samonte
5	E. Adam
6	R. Deiparine

Begonia Room #8	
1	N. Rubion
2	J. Baulete
3	N. Hairil
4	M. Salboro
5	A. Jumawan
6	A. Porto

Begonia Room #9	
1	J. Castanares
2	P. Deiparine
3	A. Tizon
4	M. Andales
5	D. Sayson
6	P. Marzon

Begonia Room #10	
1	E. Nacua
2	J. Endar
3	D. Becamon
4	J. Sucayre
5	JP. Cabural
6	B. Gevera, Jr.

Begonia Room #11	
1	J. Almacin
2	R. Rosima
3	J. Rellon
4	R. Sayson
5	J. Cartagena
6	K. Devesfruto

Day 2 (Oct 30-31)

Begonia Room #12	
1	A. Villagonzalo
2	A. Malahay
3	J. Granada
4	A. De Guzman
5	A. Fernandez
6	M. Padillo

Begonia Room #14	
1	N. Lucero
2	R. Calipayan
3	L. Cervantes
4	J. Salise
5	S. Pascual

Will Not Attend Activity
I. Juezan
R. Villaluna
J. Cardines
C.Oliva

Will Not Spend Overnight
R. Dedace
S. Oliver
R. Pugoy
J. Alquizar

Legend:

Will not attend (on leave/training) 

Will go home/No overnight 



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

“Mission Possible: Defining Our Targets for DepEd Aspirations”

Eden Nature Park and Resort,
Toril, Davao City
October 29-31, 2024
8:00-5:00 PM

This serves as an Invitation



Date: 10-29-2024		Date: 10-30-2024	
TIME	AGENDA/PARTICULARS	TIME	AGENDA/PARTICULARS
8:00 - 8:300 AM	Arrival and Registration	8:00 - 8:300 AM	Arrival and Registration
8:30 -9:00 AM	Preliminaries (AVP) a. Prayer b. Makabayan Song c. Recitation of DepEd Quality Policy Statement	8:30 -9:00 AM	Part I: Preliminaries (AVP) a. Prayer b. Makabayan Song c. Recitation of DepEd Quality Policy Statement
	Person/s Involved TWG		Person/s Involved TWG
	Wellcome Remarks & Rationale		Wellcome Remarks & Rationale
	Sollie B. Oliver, JD. MATE Chief ES-SGOD		Sollie B. Oliver, JD. MATE Chief ES-SGOD
9:00-10:30 AM	Psychospiritual Activity	9:00-10:30 AM	Psychospiritual Activity
	Brother Michael Lizondra		Brother Michael Lizondra
10:30 -11:00 PM	Presentation of SDO Accomplishments (January to October, 2024)	10:30 -11:00 PM	Presentation of SDO Accomplishments (January to October, 2024)
	Functional Divisions		Functional Divisions
11:00- 11:30 PM	Translating Quality Target to Quality Outcome	11:00- 11:30 PM	Translating Quality Target to Quality Outcome
	Peter-Jason C. Senarillos SEPS-SGOD		Peter-Jason C. Senarillos SEPS-SGOD
	Maria Genevieve T. Francisquete, CESO VI Assistant Schools Division Superintendent		Maria Genevieve T. Francisquete, CESO VI Assistant Schools Division Superintendent
11:30- 1:00 PM	Lunchbreak	11:30- 1:00 PM	Lunchbreak
1:00 – 4:00 PM	Presentation of Targets (Big-Ticket and Flagship Activities per Program for 2025), and Feedback Giving (Top Management)	1:00 – 4:00 PM	Presentation of Targets (Big-Ticket and Flagship Activities per Program for 2025), and Feedback Giving (Top Management)
	CID SGOD OSDS		Secondary Digos Occidental Digos Oriental Digos South Mt. Apo
4:00- 6:00 PM	Tour and Recreation	4:00- 6:00 PM	Tour and Recreation
6: 00 PM	Dinner and Socials (Dress Code: Shades of Green)	6: 00 PM	Dinner and Socials (Dress Code: Shades of Red)