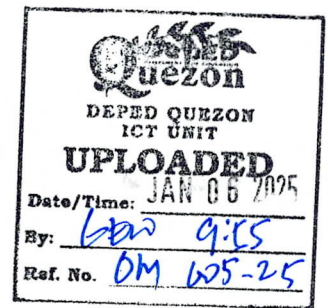




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



02 January 2025

OFFICE MEMORANDUM
 OM No. 005 s. 2025

CONDUCT OF PRE-PLANNING ACTIVITY FOR FY 2026

TO: Assistant Schools Division Superintendents
 Division Chiefs
 Section/Unit Heads
 Division Program Focal Person/Coordinators
 Staff-in-Charge of PMIS (Section PMIS Focal)

In accordance with the implementation of **DepEd Order No. 11, s. 2021: Guidelines on the Implementation of the Program Management Information System (PMIS)**, all functional divisions and sections in this Division are directed to participate in the Pre-Planning activity for FY 2026. This will be held at the Division Library Hub on the dates provided in the schedule below, following the Program Matrix outlined in the attached enclosure.

Activity	Date	Venue
Pre-Planning Activity (Respective Offices and Committee)	January 6-17, 2025	Respective Offices
Pre-Planning Activity (Workshop and Presentation of Outputs)	January 20-22, 2025 (8:00 AM – 5:00 PM)	Division Library Hub
Encoding of Pre-Planning Outputs in the PMIS	January 23-31, 2025 (8:00 AM – 5:00 PM)	TBA

It is understood that the outputs of the Pre-Planning activity will be encoded in the PMIS and finalized during the Post-Planning activities scheduled in August or September 2025.

Participants are advised to bring their laptops and extension cords.

Prior to the Pre-Planning activities, GFPS, QMS Teams, HRMPSB, PMT, PRAISE Committee, Committee on Senior Citizen and PWD, through their respective chairpersons, are expected to convene to discuss and prepare proposals for FY 2026.

Meals and other related expenses shall be charged against the MOOE funds, subject to the usual accounting and auditing rules and regulations.

Strict compliance with this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Parmjdf01/02/2025
 DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
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Enclosure 2 to DM No. _____ s. 2025

Program of Activities

January 20-22, 2025

Time	Day 1	Time	Day 2	Time	Day 3				
8:00-8:15	National Anthem/ Prayer/ CALABARZON Hymn/ Lalawigan ng Quezon /Quality Policy Statement	8:00 – 12:00	Continuation of Workshop	8:00 – 12:00	Continuation of Presentation and Critiquing of Outputs				
8:15-8:45	Inspirational Message ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent								
8:45 – 9:00	Statement of Purpose and Orientation								
9:00 – 9:30	FY 2024 Monitoring and Evaluation Report								
9:30 – 10:00	FY 2024 Year End Financial Assessment								
10:00 – 10:20	Presentation of MATATAG Agenda – KALILAYAN Program								
10:20 – 10:40	Presentation of Office Mandates								
10:40 – 11:00	QMS Inputs								
11:00 – 12:00	Highlights of GAA 2025								
12:00 – 12:45	Lunch Break								
12:45 – 1:00	Working Papers for FY 2026 Plans (Intro)						Presentation and Critiquing of Outputs	12:45 – 4:00	Continuation of Presentation and Critiquing of Outputs
1:00 – 5:00	Workshop Proper							4:00 – 4:30	

*Sequence of presentation per Office (PIR and Pre-Planning Output) will be drawn during the conduct of the activities.

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LIST OF PARTICIPANTS

	Name	Position	Division/Section
1	Rommel C. Bautista	SDS	TM
2	Joepi L. Falqueza	ASDS/ PMT Chair	TM
3	Venus T. Balmedina	ASDS/ PRAISE Chair	TM
4	Roselyn Q. Golfo	ASDS/ HRMPSB Chair	TM
5	Lorena S. Walangsumbat	CID Chief	CID
6	Juanito A. Merle	SGOD Chief/QMS	SGOD
7	Jee-Ann O. Borines	EPS	CID
8	Asuncion C. Ila	EPS	CID
9	Joan Alejaida R. Mauhay	EPS	CID
10	Walter F. Galarosa	EPS	CID
11	Joseph E. Jarasa	EPS	CID
12	Fernando T. Seno	EPS	CID
13	Carmela Ezcel A. Orogo	EPS	CID
14	Abner L. Pureza	EPS	CID
15	Carmen Macatugob	EPS	CID
16	Raul R. Agaran	EPS/ GAD Coordinator	SGOD
17	Regina V. Marino	SEPS	SGOD
18	Paul Clifford Marquez	SEPS	SGOD
19	Michelle G. Duma	SEPS	SGOD
20	Marbin Jeramil D. Fragata	Planning Officer III	SGOD
21	Marie Antoinette Tesalona	Medical Officer /Committee on Senior Citizen and PWD	SGOD
22	Ramir O. Arbolente	Engineer III	SGOD
23	Jose Macario Patino	Dentist-in-Charge	SGOD
24	Arvin A. Repaso	PDO - DRRM	SGOD
25	Mark Angelo Tiusan	PDO - YFS	SGOD
26	Maria Rexcia Baldeo	Legal Officer	OSDS
27	Wilbert A. Porteza	IT Officer	OSDS
28	Catherine A. Pureza	Budget Offier III	OSDS
29	Edmundo Marin Jr.	Accountant III	OSDS
30	Maria Dolores C. Atienza	Administrative Officer V	OSDS
31	Wennie O. Gaela	Administrative Officer IV	OSDS
32	Shiela E. Javen	Administrative Officer IV	OSDS
33	Hilariona E. Coronado	Administrative Officer IV	OSDS
34	George D. Aguila	Administrative Officer IV	OSDS
35	Sherelyn O. Pardilla	Administrative Officer IV	OSDS
36	Bernadit M. Tupas	EPS II	SGOD
37	Jaime Zara	PSDS	CID
38	Jay Alfaro	EPS	CID
39	Dylin Garcia	EPS	CID
40	Rodelio M. Esmerna Jr.	Administrative Officer II	OSDS

DEPEDQUEZON-SGO-HRD-04-003-004



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