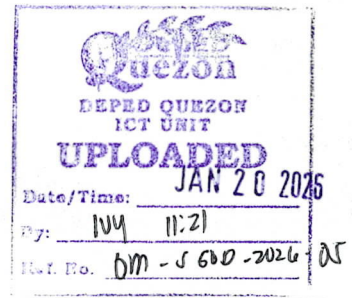




Republic of the Philippines
Department of Education
 Region IV-A
 SCHOOLS DIVISION OF QUEZON PROVINCE



15 January 2026

OFFICE MEMORANDUM
SGOD-2026- 005

CONDUCT OF PRE-PLANNING ACTIVITY FOR FY 2027

TO: Assistant Schools Division Superintendents
 Division Chiefs
 Section/Unit Heads
 Division Program Focal Persons/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 hereby directed to participate in the Conduct of Pre-Planning Activity for FY 2027. A separate memorandum shall be issued to announce the venue of the activity.

Activity	Date	Venue
Pre-Planning Activity (Respective Offices and Committee)	January 15-23, 2026	Respective Offices
Pre-Planning Activity (Workshop and Presentation of Outputs)	January 26-28, 2026 (8:00 AM – 5:00 PM)	TBA
Encoding of Pre-Planning Outputs in the PMIS	January 29-February 6, 2026 (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 2026.

The participants in the abovementioned activity are advised to bring their laptops and extension cords.

Prior to the Pre-Planning Activities, division focal persons, through their respective chairpersons, are expected to convene to discuss and prepare proposals for FY 2027.

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

paratma01/15/2026
 DEPEDQUEZON-TM-SDS-04-010-005



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Enclosure 1 to OM No. 005 s. 2026

Program of Activities
 January 26-28, 2026

Time	Day 1	Time	Day 2	Time	Day 3
8:00-8:15	National Anthem/ Prayer/ CALABARZON HYMN/ LALAWIGAN NG QUEZON/ Inspirational Message ROMMEL C. BAUTISTA, CESO V Schools Division Superintendent	8:00 - 12:00	Continuation of Workshop	8:00 - 12:00	Continuation of Presentation and Critiquing of Outputs
8:15-8:45					
8:45 - 9:00	Statement of Purpose and Orientation (Akimi Therese M. Asano)				
9:00 - 9:30	FY 2025 Monitoring and Evaluation Report (Michelle Duma - SEPS)				
9:30 - 10:00	FY 2025 Year End Financial Assessment (Catherine Pureza - Budget Officer III)				
10:00 - 10:20	Presentation of QBEDP - Kalilayan Program (Aris S. Barrago - OIC ASDS)				
10:20 - 10:40	Presentation of Office Mandates (Akimi Therese M. Asano)				
10:40 - 11:00	QMS Inputs (Juanito A. Merle-SGOD Chief)				
11:00 - 12:00	Highlights of GAA 2026 (Catherine Pureza)				
12:00 - 12:45	Lunch Break				
12:45 - 1:00	Working Papers for FY 2027 Plans (Intro) (Akimi Therese M. Asano)		Presentation and Critiquing of Outputs	12:45 - 4:00	Continuation of Presentation and Critiquing of Outputs Closing Program
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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Enclosure 2 to OM No. 005 s. 2026

LIST OF PARTICIPANTS

	Name	Position	Division/Section
1	Rommel C. Bautista	SDS	TM
2	Roselyn Q. Golfo	ASDS/ HRMPSB Chair	TM
3	Lorena S. Walangsumbat	OIC-ASDS	TM
4	Aris S. Barrago	OIC-ASDS	TM
5	Walter F. Galarosa	OIC-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	Joseph E. Jarasa	EPS	CID
11	Fernando T. Seño	EPS	CID
12	Carmela Ezcel A. Orogo	EPS	CID
13	Abner L. Pureza	EPS	CID
14	Carmen H. Macatugob	EPS	CID
15	Jaime F. Zara	EPS	CID
16	Jay S. Alfaro	EPS	CID
17	Ma. Dylin S. Garcia	EPS	CID
18	Raymond Q. Nierva	Administrative Aide VI	CID
19	Raul R. Agaran	EPS/ GAD Coordinator	SGOD
20	Regina V. Marino	SEPS	SGOD
21	Paul Clifford Marquez	SEPS	SGOD
22	Michelle G. Duma	SEPS	SGOD
23	Akimi Therese M. Asano	OIC-Planning Officer	SGOD
24	Maria Teres Abella	Nurse II	SGOD
25	Daniel Hutamares	Engineer III	SGOD
26	Jose Macario Patino	Dentist-in-Charge	SGOD
27	Maryjoyce Salamat	EPS II	SGOD
28	Arvin A. Repaso	PDO - DRRM	SGOD
29	Mark Angelo Tiusan	PDO - YFS	SGOD
30	Bernadit M. Tupas	SEPS	SGOD
31	Leah A. Perez	EPS II	SGOD
32	Hermie Rose Purio	Administrative Aide VI	SGOD
33	Heidi Gabriel	Nurse II	SGOD
34	Rexcia Maria Baldeo	Legal Officer	OSDS
35	Wilbert A. Porteza	IT Officer	OSDS
36	Catherine A. Pureza	Budget Officer III	OSDS
37	Edmundo Marin Jr.	Accountant III	OSDS
38	Maria Dolores C. Atienza	Administrative Officer V	OSDS
39	Wennie O. Gaela	Administrative Officer IV	OSDS
40	Shiela E. Javen	Administrative Officer IV	OSDS

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41	Hilariona E. Coronado	Administrative Officer IV	OSDS
42	George D. Aguila	Administrative Officer IV	OSDS
43	Sherelyn O. Pardilla	Administrative Officer IV	OSDS
44	Rodelio M. Esmerna Jr.	Administrative Officer II	OSDS
45	Maribeth D. Fragata	Administrative Aide VI	OSDS
46	Therese O. Pardo	Administrative Assistant II	OSDS

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