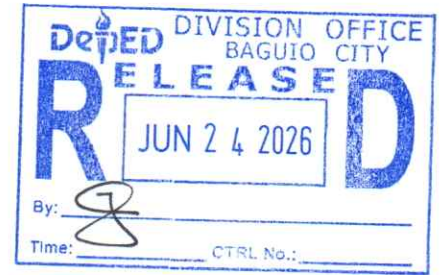




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



22 June 2026

**OFFICE MEMORANDUM**

NO.: **049,2026**

**CREATION OF TECHNICAL WORKING GROUP (TWG) TO PREPARE THE REVALIDA  
HANDOUT**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
SDO Section and Unit Heads  
All Concerned Personnel

1. Relative to the Performance Governance System (PGS) journey of Schools Division Office of Baguio City, this Office is scheduled for a Public Revalida on **July 22, 2026**. As a requirement to the Public Revalida, this Office is required to submit Revalida Handouts. In line with this, this office designates the following as members of the Technical Working Group (TWG) to craft the Revalida Handout:

| NAME                 | ROLE   |
|----------------------|--------|
| Arian Bangse-il      | Leader |
| Joanna Mae Villareal | Member |
| Mary Joan Channas    | Member |
| Eirene B. Balacdao   | Member |
| Keanna S. Castilar   | Member |

2. The team is expected to draft the Revalida Handout based on the Checklist provided by the Institute for Solidarity in Asia (ISA). The handout will be presented to the Schools Division Superintendent on **June 30, 2026** prior to the July 22, 2026 revalida.
3. Performance Governance System (PGS) resources can be accessed through this link: <https://tinyurl.com/PGSresources>. Also, attached in this memorandum is the Revalida Guidelines.
4. Immediate dissemination and compliance of this Memorandum is desired.

**SORAYA T. FACULO PhD, CESO V**  
Schools Division Superintendent



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600  
Telephone No.: (074) 665-1231

Email Address: [baguio.city@deped.gov.ph](mailto:baguio.city@deped.gov.ph)

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Enclosure No. 1 to Office Memorandum \_\_\_\_\_

**REVALIDA HANDOUTS**

| <b>PAGE</b>                                   | <b>CONTENT</b>   |
|---|--|
| <b>Pages 1 to 3</b><br><b>Preliminaries</b>   | + Title page<br>+ Foreword from the head of the organization<br>+ Table of contents  |
| <b>Page 4 to 5</b><br><b>Introduction</b>     | Introduce your organization through the following:<br><b>a. Background information about the organization</b><br>+ Brief history of the organization<br>+ Key facts/statistics that describe the current state of the organization<br>+ Growth opportunities available, development constraints, and/or major challenges that must be considered in the strategy development process<br><b>b. Charter Statement which covers the organization's Core Values, Mission and Vision Statement</b><br>+ Core values statement: the values that are shared and practiced by the organization<br>+ Mission statement: articulation of the organization's functional core purpose or mandate<br>+ Vision statement: the clear articulation of what the organization wishes to attain given their chosen timeline |
| <b>Page 7</b><br><b>Strategic Positioning</b> | Emphasize your chosen <b>Strategic Positioning</b> :<br>+ Indicate the rationale for the identified strategic positioning. You may expound on this through citing the breakthrough results that you are aiming for.<br>+ Explain how the strategic positioning is translated into goals. Include the <b>impact indicators</b> that will be used to monitor the dent  |



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|   | that your organization will make once it achieves its strategy.  |  |                 |             |  |               |  |
|---|--|--|-----------------|-------------|--|---------------|--|
| <b>Page 6</b><br><br><b>Context Setting for Strategy</b>  | <p>Given the strategic positioning, set the context or theme for the rest of the strategy through the following (only include if this is applicable to your organization):</p> <p>a. <b>Value Chain / Key Result Areas</b></p> <p>+ Briefly discuss the core processes or the key results areas that you included as main points of transformation in your strategy map.</p> <p>b. <b>Strategic Change Agenda</b> (if applicable)</p> <p>+ Current issues/performance of key result areas versus your envisioned state. Example:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>From (Current)</th> <th>Key Result Area</th> <th>To (Future)</th> </tr> </thead> <tbody> <tr> <td>Inadequately motivated and trained personnel</td> <td>Human Capital</td> <td>Highly Skilled and properly trained for their position</td> </tr> </tbody> </table> | From (Current)   | Key Result Area | To (Future) | Inadequately motivated and trained personnel | Human Capital | Highly Skilled and properly trained for their position |
| From (Current)  | Key Result Area  | To (Future)  |                 |             |  |               |  |
| Inadequately motivated and trained personnel  | Human Capital  | Highly Skilled and properly trained for their position |                 |             |  |               |  |
| <b>Page 8</b><br><br><b>Strategy Map</b>  | <p><b>Strategy Map:</b> a guide for the organization's actions toward the attainment of its strategy. Objectives contained in the map must be integrated, mutually reinforcing and critical in delivering outcomes</p> <p>+ Presentation of strategic perspectives and their order (ex: Support, Core, Strategic Goal / Positioning, Impact)</p> <p>+ Narrative discussion of the strategy map</p>   |  |                 |             |  |               |  |
| <b>Page 9 - 14</b><br><br><b>Roadmaps (Strategic Objectives, Deliverables) + Governance Scorecard</b> | <p>Elaborate on your strategy by describing the strategic roadmaps and link the objectives and deliverables to the accompanying scorecard.</p> <p>+ <b>Strategic Roadmap:</b> For each roadmap, a one paragraph description should be written. The description should highlight the strategic nature</p>   |  |                 |             |  |               |  |



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of the objective, what the corresponding deliverables are, and how it will contribute to the strategic positioning.

- + **Governance Scorecard:** Connect the deliverables linked to each objective through the corresponding indicators in the scorecard.
- + Summary of all the measures in the scorecard. It must show how the targets are closely linked to the deliverables identified.

Example:

| Objective | Measure | Office of Primary Responsibility | Baseline Data | 2023 | 2024 |
|-----------|---------|----------------------------------|---------------|------|------|
|           |         |                                  |               |      |      |
|           |         |                                  |               |      |      |
|           |         |                                  |               |      |      |

**Page 15**

**The Journey to Initiation**

Give the highlights of your PGS experience thus far. Document the following:

- Securing executive buy-in and sponsorship for PGS implementation (including pre-sign-up orientations and discussions)
- Formation of the PGS core team and identified points of coordination to oversee the initial PGS implementation
- A timeline of activities, which normally includes the following:**
  - + Meeting of the Minds/Orientation
  - + Memorandum of Agreement
  - + Formation of the PGS Core Team
  - + Identification of the Strategic Positioning
  - + Strategy Formulation Intervention
  - + Clean-up Session
  - + Cascading to Strategic Units
  - + Formal Roll-out and Presentation

Please include additional activities as may be necessary and use a table that indicates activity dates and short remarks for clarity.



**Address:** 82 Military Cutoff Rd, Baguio, Benguet, 2600  
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|  |   |
|--|---|
| <p><b>Page 16</b></p> <p><b>Early Wins</b></p>           | <p>Documentation of gains under the PGS:</p> <ul style="list-style-type: none"> <li>a. Early tangible and intangible benefits realized from using the PGS</li> <li>b. Identification of challenges that may affect the implementation of the PGS and the strategy, and the development of a clear plan of action to win over these identified challenges</li> </ul>   |
| <p><b>Page 17</b></p> <p><b>Plans Moving Forward</b></p> | <p>Pinpoint your plans moving forward such as initiatives that needed to generate greater internal and external support.</p> <ul style="list-style-type: none"> <li>+ Other critical steps for the PGS: updates on cascading to lower units or harmonization to the SPMS, communication of the strategy, link to budget, link to operations, link to incentives, the Multi-Sector Governance Council, and the Office for Strategy Management</li> </ul>   |
| <p><b>Page 18-25</b></p> <p><b>List of Annexes</b></p>   | <ul style="list-style-type: none"> <li>a. Legislation or any documents that support the formal adoption of the strategy</li> <li>b. Minutes of key meetings and working sessions</li> <li>c. List of names of PGS core team members and the supporting document for its creation</li> <li>d. Composition of the participants during the working sessions</li> <li>e. Documentation (additional pictures and press releases)</li> <li>f. Other Annexes as may be necessary</li> <li>g. Composition of project teams for first level strategic initiatives</li> </ul> |