



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



September 09, 2026

DIVISION MEMORANDUM

No: **590-2026**

PERFORMANCE IMPLEMENTATION REVIEW AND PLANNING WORKSHOP

To: Assistant Schools Division Superintendent
Chief Education Supervisors
OSDS Section Heads
Education Program Supervisors
Public Schools District Supervisors
All Others Concerned

1. The Schools Division of Baguio City will conduct a **Performance Implementation Review** from **September 16-18, 2026** in Pangasinan. This activity is intended to assess the planning and execution of the Division's Programs, Projects, and Activities (PPAs) for the first semester of 2026, and will also provide a comprehensive review of the proposed PPAs for Fiscal Year 2027.

2. The activity aims to:

- Evaluate the implementation performance and fund utilization of SEF, GF, and National-funded PPAs for the first half of 2026.
- Identify strengths, challenges, and gaps in our current planning, budgeting, and monitoring processes.
- Develop actionable strategies to improve future program implementation through a series of seminar-workshops and review sessions.

3. Pre-Work and Submission Guidelines:

- ✓ All concerned program owners must complete the required data for the Annual Implementation Plan (AIP) 2027 via this link: https://docs.google.com/spreadsheets/d/1_hbsWViHAaVBpuG2oG4MyNKM7jKZ3TC/edit?gid=381365936#gid=381365936 prior to the activity.
- ✓ Strictly, all proposals for final submission must be completed by the end of Day 3.
- ✓ Program owners of SEF-funded PPAs that have been implemented for more than three (3) years are required to present a Program Evaluation Result during the workshop.

4. The participants to the said activity are as follows:

Name	Designation
Vladimir Cayabas	City Councilor, SP Committee Of Education
Soraya T. Faculo	Schools Division Superintendent
Samuel T. Egsaen Jr.	Assistant Schools Division Superintendent
Nino M. Tibangay	School Governance and Operations Division Chief



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Juliet C. Sannad	Curriculum Implementation Division Chief
Sydney Shan M. Carino	Education Program Supervisor
Marilyn S. Api-it	Education Program Supervisor
Francisco C. Copsiyan	Education Program Supervisor
Virginia C. Alindayo	Education Program Supervisor
Mary Jane N. Malihod	Education Program Supervisor
Armi A. Fiangaan	Education Program Supervisor
Lolita A. Manzano	Education Program Supervisor
Loida C. Mangangey	Education Program Supervisor
Limar T. Kisse	Education Program Specialist II - ALS
Nixon Elahe	Public Schools District Supervisor
Rey D. Gapasin	Public Schools District Supervisor
Rosie Beel A. Marzo	Public Schools District Supervisor
Annette Doyaoen	Attorney III
Belen R. Tomin	Administrative Officer V (Budget Officer III)
Lilibeth Degsi	Accountant III
Harris G. Dizon	Information Technology Officer
Nieves D. Ebanio	Administrative Officer V
Jimmy Santos	Senior Education Program Specialist
Jovelyn Petra T. Balantin	Senior Education Program Specialist - HRD
Asuncion C. Saguid	Senior Education Program Specialist - SMME
Juliet D. Piok	Senior Education Program Specialist - SOCMOB
Olivia Gomez	Planning Officer
Arlene Awing	Medical Officer IV
Jordan Gas-ib	Engineer III
Cliftone Bangse-il	Project Development Officer II
Julie-Abegail Loy C. Martillana	Project Development Officer I
Aira Mae L. Ongngad	Administrative Officer II
Aisa Acelyn C. Torres	Administrative Assistant II
Marielgie S. Baldos	Private Secretary I (SP)
Charlie C. Docto	Driver
Jonathan Boteng	Driver
Peter Lid-ayan	Driver
John Robyn Mendoza	Driver (SP)
Total No. of Pax	38

5. Participants who are unable to attend must designate a representative.
6. This memorandum serves as the **travel authority** for the participants.
7. Immediate dissemination of this Memorandum is desired.

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

TRAINING MATRIX

Time	Activity	Learning Resource Provider/ Facilitator	Logistics
Day 1 (September 16, 2026)			
7:00 a.m.	Travel time		Transportation
12:30 - 1:30	Lunch (accommodation)	Technical Working Committee Members	
1:30 – 1:40	- Registration/ Check-in - Giving of instructions/ preliminaries	Facilitator: Aisa Acelyn Torres	
2:00 – 3:00	- Setting Direction - Message	Schools Division Superintendent and Division Chiefs Councilor Vladimir Cayabas	
3:00 – 3:15	Break		
3:15 – 5:00	Presentation of SDO Baguio profile (no. of learners in all areas)	Olivia O. Gomez	Presentation
6:00 – 8:00	Dinner (Accommodation)		
DAY 2 (September 17, 2026)			
6:30 – 8:00	Breakfast		
8:30 – 12:00	SEF/GF Budget Ceiling and Performance Review by Functional Division	Facilitator: - Belen R. Tomin (AO V, Budget Officer) - Aira Mae L. Ongngad (AO II)	Presentation
12:00 – 1:00	Lunch		
1:00 – 5:00	Presentation of Proposals (divided into 2 clusters) Prioritization	ASDS Samuel Egsaen (1 st Cluster) Chief Nino Tibangay (2 nd Cluster) Top Management	Presentation
6:00 onwards	Working Break (Dinner)		
DAY 3 (September 18, 2026)			
6:30-8:00 a.m.	Breakfast		
8:00-8:29	Management of Learning	Facilitator: Aisa Acelyn Torres (AO II)	
8:30-10:00	Presentation of Prioritized PPAs	Top Management	Presentation
10:01-10:29	Health Break		
10:30-11:00	Comments/Feedback	Functional Division	
11:00-12:00	Closing Program	Asst. Schools Division Superintendent	
12:00 - 1:30	Lunch/Check-out		
1:30 - 2:00	LGU Pangasinan (to be identified)		Site visit
2:30 – 3:30	SDO Pangasinan		
4:00 onwards	Homeward Bound		