



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 16 2025

DIVISION MEMORANDUM

No. 294, s. 2025

2025 MIDYEAR REVIEW AND SDO PLANNING 2026

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

1. This Office announces the conduct of the **2025 Midyear Review and SDO Planning 2026** on **July 22 - 23, 2025**, at **Mansion Garden Hotel, Subic Bay Freeport Zone, Zambales**.
2. This activity aims to:
 - a. strategically align resource allocation with national Department of Education (DepEd) priorities, ensuring quality, accessible, and inclusive basic education for all learners in the province; and
 - b. strong focus on addressing existing learning deficiencies, particularly in fundamental literacy and numeracy skills, through targeted programs and the provision of high-quality instructional materials, including digital resources, to enhance student engagement and comprehension.
3. All participants to this activity are expected to bring a laptop and extension.
4. Attached are the Matrix and List of Participants (*see Enclosures*).
5. Travel and other incidental expenses shall be charged against Division MOOE, and other Local funds subject to usual accounting and auditing rules and regulations.
6. This Memorandum serves as the travel authority of the participants.
7. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent

SO 4/NMM
July 15, 2025



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Enclosure #1 to Division Memorandum No. _____, s. 2025

Training Matrix

MIDYEAR REVIEW AND SDO PLANNING 2026

July 22-23, 2025

Time	Activity	In-Charge
DAY 1		
8:00-8:30	Registration	Program Management Team
8:30-9:00	National Anthem	AVP
	Prayer	AVP
	Opening Remarks	Ramon C. Perez <i>SGOD Chief</i>
	Messages	Armando C. Capili, EdD <i>Assistant Schools Division Superintendent</i> Carolina S. Violeta, EdD, CESO V <i>Schools Division Superintendent</i>
	Orientation	Nico M. Mangaliman Planning Officer III
9:00-10:00	Newly Created Items	Personnel Unit
10:00-12:00	Presentation of Budget	Planning Officer III and Budget Officer
12:00-1:00	Lunch Break	
1:00-3:00	Presentation of Implemented and Unimplemented Activities on WFP	All Participants



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3:00-5:00	Presentation of Workshop Activity and Workshop Proper	Planning Officer III and Budget Officer
DAY 2		
8:00-8:30	Preliminaries	AVP
8:30-10:00	Continuation of Workshop	All Participants
10:00-10:15	Breaktime	
10:15- 12:00	Presentation of Output	All Participants
12:00-1:00	Lunch Break	
1:00 – 2:00	Appraisal/comments of SDS and ASDS on outputs	SDS and ASDS
2:00 – 3:00	Finalization of output	All Participants
3:00 – 3:15	Breaktime	
3:15 – 4:30	Finalization of output	All Participants
4:30 – 5:00	Closing Program	



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List of Participants

No.	District	Name of Participant	Designation	Office
1	SDO Bataan	Carolina S. Violeta, EdD, CESO V	Schools Division Superintendent	OSDS
2	SDO Bataan	Armando C. Capili, EdD	Assistant Schools Division Superintendent	OSDS
3	SDO Bataan	Ramon C. Perez	Chief – SGOD	SGOD
4	SDO Bataan	Milagros M. Penaflor	Chief - CID	CID
5	SDO Bataan	Myra V. Dilig	Accountant III	OSDS
6	SDO Bataan	Rhodora C. Ganzon	Budget Officer	OSDS
7	SDO Bataan	Atty. Hazel G. Dilig - Carandang	Legal Officer	OSDS
8	SDO Bataan	Pilar C. Ignacio	AO V	OSDS
9	SDO Bataan	Ma. Liza Manuel	AO IV - HRMO	OSDS
10	SDO Bataan	Lorena Inlong	AO IV - Records	OSDS
11	SDO Bataan	Ethel Bartolome	AO IV – Supply Officer	OSDS
12	SDO Bataan	Rosalie Joy Trinidad	AO IV - Cashier	OSDS
13	SDO Bataan	Richard Alboro	ITO I	OSDS
14	SDO Bataan	Louise Anne Samonte	Administrative Assistant III	OSDS
15	SDO Bataan	Jacqueline Tuazon	EPS	CID
16	SDO Bataan	Danilo Caysido	EPS	CID
17	SDO Bataan	Edwin Bermillo	EPS	CID










