



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

OFFICE MEMORANDUM

No. 034 s. 2025

FROM : SCHOOLS DIVISION SUPERINTENDENT
TO : CONCERNED SDO PERSONNEL
SUBJECT : **Review and Recalibration of the SDO Technical Assistance Operational Plan 2025**
DATE : July 16, 2025

This Office informs all concerned on the conduct of **Review and Recalibration of Division Technical Assistance Operational Plan** on August 8, 2025, 8AM onwards. The venue will be announced through a separate memorandum.

This activity aims to develop a comprehensive Division Technical Assistance Operational Plan that clearly outlines strategies, timelines, responsible units/persons, monitoring tools, and performance indicators to enhance the efficiency and effectiveness of technical assistance delivery to schools and learning centers.

Participants in this activity are required to bring their laptops and extension cords. Attached to this Memorandum are the List of Participants and the Matrix of Activity.

For information and compliance.


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

SO5/hgd
July 16, 2025



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

LIST OF PARTICIPANTS

No.	Name	Position
1.	Carolina S. Violeta, EdD, CESO V	SDS
2.	Armando C. Capili, EdD	ASDS
3.	Milagros M. Peñaflor, PhD	CES-CID
4.	Ramon C. Perez	CES-SGOD
5.	Mar-Elen Fe G. Reñosa	EPS
6.	Danilo C. Caysido	EPS
7.	Ruel D. Lingad	PSDS
8.	Minerva P. Rillo	PSDS
9.	Elma P. Dizon	PSDS
10.	Jessalyn Anne M. Linsangan	SEPS
11.	Raymond Joseph V. Mendoza	SEPS
12.	Jethro M. Nocom	SEPS
13.	Nico Mangaliman	Planning Officer III
14.	Engr. Merck Bryan Gragasin	Division Engineer
15.	Pilar V. Ignacio	AO V – Personnel
16.	Rhodora Ganzon	AO V – Budget Officer
17.	Liza P. Manuel	AO IV – HRM Officer
18.	Ethel Joyce Bartolome	AO IV – Supply Officer
19.	Myra V. Dilig	Accountant
20.	Richard Alboro	IT Officer
21.	Atty. Hazel Dilig-Carandang	Attorney III
22.	Gerald Lingad	PDO II/DRRM Coordinator
23.	Renato Mylon De Guia	PDO I
24.	Rojomel Idquival	PDO I
25.	Hermie G. Duran	Resource Speaker/SEPS – SMME
26.	Francez Paulene C. Tabije	Resource Speaker/EPS II – SMME
27.	Charles N. Dela Peña	Resource Speaker/EPS-QAD
28.	Dra. Jennifer M. Alip	TWG/Nurse-On-Duty
29.	Rowena Vanadero	TWG/Nurse-On-Duty
30.	Anthony Glenn Gacutan	TWG/Administrative Assistant III



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

MATRIX OF ACTIVITY

Review and Recalibration of Division Technical Assistance Operational Plan
August 8, 2025

Time	Activity	Personnel Involve
8:00 – 8:30	Registration	TWG
8:30 – 9:00	Preliminaries	AVP
9:00 – 10:00	Review and Accomplishments of 2024 Technical Assistance Operation Plan	Francez Paulene Tabije-Likwong EPS II - SMME
10:00 – 11:00	Presentation and Status of 2025 Technical Assistance Operational Plan	Hermie G. Duran, EdD SEPS-SMME
11:00 – 12:00	Recalibration of 2025 Technical Assistance Operational Plan	Charles N. dela Pena, EdD EPS – FTAD RO3
12:00 – 1:00	LUNCH BREAK	
1:00 – 3:00	Continuation of Recalibration and Workshop	Charles N. dela Pena, EdD EPS – FTAD RO3 Hermie G. Duran, EdD SEPS - SMME
3:00 – 3:15	Health Break	
3:15 – 4:15	Presentation of Outputs	All Units Involved
4:15 onwards	Closing	