



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

**DIVISION MEMORANDUM**  
NO. S46, s. 2025

DEC 03 2025

**Conduct of Year-End Performance Review of the Office of the Assistant Secretary for Finance (OASF), DepEd Central Office**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Principals  
All Others Concerned

1. In line with the commitment to continuously improve operational efficiency and accountability, the Office of the Assistant Secretary for Finance (OASF) of the Department of Education Central Office will conduct its **Year-End Performance Review** on **December 4–6, 2025**. This activity aims to assess accomplishments, finalize performance commitments, and plan for FY 2026.
2. The activity will be hosted by the **Schools Division Office of Bataan** and will be held at **La Jolla Luxury Beach Resort, Bagac, Bataan**.
3. The objectives of the said activity are as follows:
  - 3.1 review and evaluate the 2025 performance of the OASF;
  - 3.2 finalize the Office Performance Commitment and FY 2026 Budget Plan;
  - 3.3 strengthen collaboration between Central and Field Offices; and
  - 3.4 provide technical assistance and insights from field implementers.
4. The participants include officials and staff from the Office of the Assistant Secretary for Finance, DepEd Central Office, and designated personnel from the Schools Division Office of Bataan.
5. The following personnel from SDO Bataan are designated as members of the **Technical Working Group**, tasked with managing accommodation, program flow, technical assistance, and transportation:

| No. | Name                 | Position                                  | Assignment |
|-----|----------------------|---|------------|
| 1   | JERRY DIMLA CRUZ     | Assistant Schools Division Superintendent | OSDS       |
| 2   | BERNADETTE DELA CRUZ | Chief Finance                             | BHSA       |
| 3   | RONALD P. BANTUGAN   | Chief Academic Affairs                    | BHSA       |
| 4   | SAMUEL A. QUIROZ     | SEPS                                      | BHSA       |



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

| No. | Name              | Position         | Assignment |
|-----|-------------------|------------------|------------|
| 5   | ROSIE L. BASILIO  | SEPS             | BHSA       |
| 6   | MELBOURNE SALONGA | ITO              | BHSA       |
| 7   | RAYMOND O. CALING | Head Teacher III | Maite IS   |
| 8   | GERALD LINGAD     | PDO II           | BHSA       |
| 9   | MISTY DELA CRUZ   | EPS II           | BHSA       |
| 10  | JACQUELINE RIVERA | ADA I            | SGOD       |
| 11  | MARIEL NUGUID     | ADA IV           | SGOD       |
| 12  | JUDYLYN GATDULA   | ADA IV           | SDO        |
| 13  | DENNIS BERGONIA   | ADA I (Driver)   | SDO        |

6. Below is the **Training Matrix** for the three-day activity:

|  |
|--|
| <b>Day 1 – December 4, 2025</b>  |
| <ul style="list-style-type: none"><li>7:00 AM – 11:00 AM: Travel and Arrival (Manila to Bataan)</li><li>11:00 AM – 2:00 PM: Visit to Las Casas</li><li>2:00 PM – onwards Check in to La Jolla</li></ul>  |
| <b>Day 2 – December 5, 2025</b>  |
| <ul style="list-style-type: none"><li>7:00 AM – 9:00 AM: Breakfast</li><li>9:00 AM – 5:00 PM: School Visit (Bagac ES, Quinawan IS)</li></ul>   |
| <b>Day 3 – December 6, 2025</b>  |
| <ul style="list-style-type: none"><li>7:00 AM – 8:00 AM: Breakfast</li><li>8:00 AM – 9:30 AM: FY 2026 Budget Plan</li><li>9:30 AM – 11:30 AM: Debriefing of Budget</li><li>11:30 AM – 11:45 AM: Open Forum (Ms. Royce L. Vergara)</li><li>11:45 AM – 12:00 NN: Closing Remarks (Asec. Edson Byron K. Sy)</li><li>12:00 NN – 1:00 PM: Lunch and Check-out</li><li>1:00 PM – 5:00 PM: Departure and Travel</li></ul> |

8. Expenses relative to the conduct of this activity shall be charged against the appropriate local funds, subject to the usual accounting and auditing rules and regulations.



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

9. Immediate dissemination of this memorandum is desired and compliance is expected.

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

Encl.: As Stated  
Conduct of YEAREND , YEAR END PERFORMANCE REVIEW  
To be Indicated in the Perpetual Index  
Under the following subjects:

December 2, 2025