



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

**OFFICE MEMORANDUM**

No. 02, s. 2026

**TO** : ALL UNIT HEADS  
Schools Division Office of Bataan

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

**DATE** : January 8, 2026

**SUBJECT** : **3<sup>RD</sup> AND 4<sup>TH</sup> QUARTER PIR on**  
**January 15, 2026**

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To ensure proper monitoring of program, projects, and activities in the Division, there will be a **3<sup>rd</sup> and 4<sup>th</sup> Quarter Program Implementation Review (PIR) 2025** on January 15, 2026, 8:30 AM- 5:00PM at SDO Conference Hall, Kabukiran, Calaylayan, Abucay, Bataan.

In view of this, the deadline for the submission of reports is **on or before January 12, 2026**, through this link:  
**<https://tinyurl.com/BTN3rdQuarterPIR2025>**

The participants to this activity are the following:

| No. | Name                             | Position                      |
|-----|----------------------------------|-------------------------------|
| 1   | Carolina S. Violeta, EdD, CESO V | SDS                           |
| 2   | Jerry Dimla Cruz, DEM, CESO VI   | ASDS                          |
| 3   | Milagros M. Peñaflor, PhD        | CES-CID                       |
| 4   | Edwin R. Bermillo                | EPS                           |
| 5   | Rodger R. De Padua               | PSDS                          |
| 6   | Ramon C. Perez                   | CES-SGOD                      |
| 7   | Dr. Jennifer M. Alip             | Dentist / OIC-Medical Officer |
| 8   | Engr. Merck Bryan Gragasin       | Division Engineer             |
| 9   | Rhodora Ganzon                   | AO V – Budget Officer         |



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| No. | Name                        | Position                |
|-----|-----------------------------|-------------------------|
| 10  | Liza P. Manuel              | AO IV – HRM Officer     |
| 11  | Ethel Joyce Bartolome       | AO IV – Supply Officer  |
| 12  | Rosalie Joy Trinidad        | AO IV – Cashier         |
| 13  | Lorena Inlong               | AO IV – Records Officer |
| 14  | Myra V. Dilig               | Accountant              |
| 15  | Richard Alboro              | IT Officer              |
| 16  | Atty. Hazel Dilig-Carandang | Attorney III            |
| 17  | Hermie G. Duran             | SEPS – SMME             |
| 18  | Misty B. dela Cruz          | EPS II – HRD            |
| 19  | Mar-Elen Fe G. Reñosa       | EPS, SGOD               |
| 20  | Abraham Tria                | AO II                   |

Attached is the Training Matrix. All participants shall be provided with meals (AM snacks, Lunch and PM snacks) subject to usual accounting and auditing rules and procedures.

For your information and guidance.

SO3/hgd  
January 8, 2026



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**TRAINING MATRIX**  
**3<sup>rd</sup> and 4<sup>th</sup> Quarter PIR 2025**  
January 15, 2026  
SDO Conference Room

| TIME         | ACTIVITY                                                                                               | PERSONNEL IN-CHARGE                                                 |
|--------------|--------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 8:30 – 9:00  | Preliminaries<br>Nationalistic Song<br>Prayer<br>Roll Call<br>Presentation of Objectives<br>Messages   | AVP<br><br>Hermie G. Duran<br><br>Jerry Dimla Cruz, DEM,<br>CESO VI |
| 9:00 – 12:00 | Presentation of OSDS<br>Cash<br>Budget<br>Accounting<br>Supply<br>Records<br>ICT<br>Legal<br>Personnel | Unit Heads                                                          |
| 12:00 – 1:00 | Lunch Break                                                                                            |                                                                     |
| 1:00 – 2:30  | CID<br>PSDS                                                                                            | CID Chief<br>PSDS in-charge                                         |
| 2:30 – 3:30  | SGOD                                                                                                   | SGOD Chief                                                          |
| 3:30 – 3:45  | Snacks                                                                                                 |                                                                     |
| 3:45 onwards | Synthesis                                                                                              | Hermie G. Duran                                                     |