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Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

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Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. C196 s. 2025

To: Assistant Schools Division Superintendent  
Chief of the Schools Governance and Operations Division  
Chief of the Curriculum Implementation Division  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary and Secondary School Heads  
Division Section Heads  
All Concerned

Subject: **REVISED TIMELINES ON THE CRAFTING OF THE DIVISION EDUCATION DEVELOPMENT PLAN CY 2026 - 2031**

Date: September 2, 2025

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1. Please be informed of the new timelines on the Crafting of the Division Education Development Plan CY 2026-2023.

**SCHEDULE OF WORKSHOPS (TIMELINES)**

Date	Activity
September 16-17, 2025	Workshop 1 (Strategic Planning) <i>Venue: Division Training Center @8:00 – 5:00 PM</i>
September 18-28, 2025	Writing the Work and Financial Plan by the Focal Person <i>Venue: Division Training Center @8:00 – 5:00 PM</i>
September 29-30, 2025	Workshop 2 (Presentation of Work and Financial Plan)
October 1-8, 2025	Writing the Division Education Development Plan (DEDP) & Annual Implementation Plan (AIP) 2026
October 10, 2025	Workshop 3 (Presentation to Internal and External Stakeholders and Final Revision)
Nov. 18, 2025	Critiquing – Final Draft
Nov. 20, 2025	Proof Reading



Schools Division Office of Panabo City  
City Hall Drive, Brgy. JP Laurel, Km 31, Panabo City  
Tel. Nos. (084)823 1469, (084) 628 4066  
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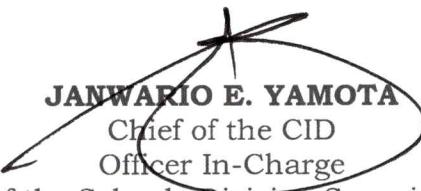


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Nov. 30, 2025	Final Printing
Dec. 16, 2025	To the printing press (Final DEDP)
January 8, 2026	Presentation to the Regional Director

2. Attached is the Program and List of Participants.
3. All other provisions stated in the Division Memorandum No. 25 s. 2025 shall remain enforced.
4. For your guidance and compliance.

For and in the absence of the Schools Division Superintendent

  
**JANWARIO E. YAMOTA**  
Chief of the CID  
Officer In-Charge  
Office of the Schools Division Superintendent

**RELEASED**

**SEP 05 2025**

RECORDS SECTION FPO PANABO CITY  
BY 

Enclosed as Stated  
SGOD/ABA/ESD



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**PROGRAMME**  
**Strategic Planning**  
September 16-17, 2025

<b>Date</b>	<b>Activity</b>	<b>Responsible Person</b>
September 16-17, 2025 30 participants (Attached list of participants)	Preliminaries	Secretariat
	Objectives	BASILIO P. MANA-AY JR. CESO VI ASDS
	Revisiting the DEDP 2021-2025	Ker Denzel Infiesto PO III
	Vision / Mission / Core Values / Strategic Objectives / Performance Indicators	Jinky B. Firman PhD, CESO VI SDS
	Strategic Planning	
	Planning Framework	Erick Dalumpines
	Strategic Objectives	SEPS P&R
	Forward Estimates	Rosalie Estimada Budget Officer III
	SWOT – Strategy Formulation	Ker Denzel Infiesto PO II
	Work and Financial Plan	
	Closing Prayer	Erna Lumandong EPS II





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**SCHOOLS DIVISION OF PANABO CITY**

**LIST OF PARTICIPANTS**

**Workshop 1 Strategic Planning**

September 16-17, 2025

Division	List	No. of Participants	
		Total	
OSDS	1. Jinky B. Firman PhD, CESO VI 2. ASDS Basillio P. Manay-Jr. CESO VI 3. Administrative Officer -Raul Gacus 4. Accounting Office - Glenn Separis 5. Budget Office - Rosalie Estimada 6. HR - Neo Carlo Magno 7. ICT - Tyron Dujali 8. Legal Officer - Atty. Analyn D. Villanueva 9. OSDS Secretariat – Kim Uyanggurin	9	
	<b>CID</b>		
	1. Chief: Mr. Janwario E. Yamota 2. Jaime Carlom 3. Ylcy Manguilimutan EdD 4. Elden Orbeta PhD 5. John Visilla PhD 6. Jack Ramil Firman 7. Peter Mijares 8. Djhoanne Aguilar 9. Iryhn Petalcorin 10. Avelino Bitang 11. Antonio Pasquito, Jr.		11
SGOD	<b>SGOD</b>	10	
	1. Chief : Ailene B. Añonuevo, PhD 2. Keren Luma 3. Dr. Arlene Lorca Choi 4. Deseree Barabat, RN 5. Kenneth Deligencia 6. Ana Liza Mendoza 7. Ronmar Jayoma 8. Hernani Resueño, RN, MAN 9. Erick Dalumpines, EdD 10. Ker Denzel Infiesto		
<b>TOTAL</b>		30	





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**SCHOOLS DIVISION OF PANABO CITY**

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*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

No. 0025 s. 2025

To: Assistant Schools Division Superintendent  
 Chief of the Schools Governance and Operations Division  
 Chief of the Curriculum Implementation Division  
 Public Schools District Supervisors  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 Division Section Heads  
 All Concerned

Subject: **CRAFTING OF THE DIVISION EDUCATION DEVELOPMENT PLAN CY 2026 - 2031**

Date: January 14, 2025

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1. Please be informed that DepEd Panabo City Division will be crafting its five-year Education Development Plan (DEDP) for CY 2026-2031. Attached is the assignment of task, timelines and schedule of activities and training matrix.

2. This activity aims to:

- a. provide a framework which shall set the general directions, establish authority, accountability and responsibility for achieving higher learning outcomes;
- b. equip the Division and schools, non-teaching personnel with the resources needed to implement educational programs, projects, and services for the communities they serve;
- c. establish schools and learning centers as the primary vehicles for teaching and instilling national values, as well as fostering learners love of country and pride on its heritage.
- d. ensure schools and learning centers reflect community values by enabling teachers and staff to address the needs of all learners with flexibility; and,
- e. encourage local initiatives for the improvement of schools and learning centers and provide the means by which these standards may be achieved and sustained.



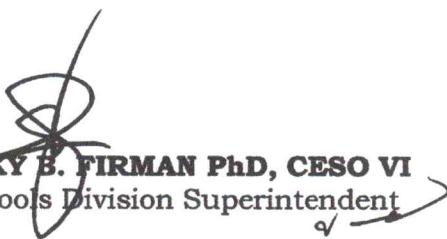
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3. All expenses relative to this activity are chargeable against Division MOOE / Other Local Funds subject to the usual accounting and auditing rules and regulations.
4. For your guidance and compliance.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

Enclosed as Stated  
SGOD/ABA/ESD

RELEASED

JAN 20 2025

RECORDED SECTION 600 PANABO CITY  
BY 



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**CRAFTING OF THE DIVISION EDUCATION DEVELOPMENT PLAN  
CY 2026 - 2031**

**ASSSIGNEMNT OF TASKS / TIMELINES / ACTIVITIES**

**I. ASSIGNMENT OF TASKS**

No.	Particular	Focal Person
1.	Write ups	Identified writers by the SDS
2.	Data	Planning Officer
3.	VMC / Strategic Objectives / Performance Indicators	SDS
4.	Introduction and Executive Summary	ASDS & Team Writers (including documentation) to be identified by the ASDS
5.	Internal & External Assessment	Chief CID & Team CID
6.	Situational Analysis	Chief SGOD & Team SGOD
7.	Strategic Objectives	Planning Officer III
8.	Master Plan	SEPS for Planning and Research
9.	PPAs	Focal Persons of the PPAs
10.	Resources	Budget, Finance Group with SEPS for SocMob
11.	Design & Format	ICTO and Planning & Research
12.	Overall Focal Person	SEPS for Planning & Research

**II. TEAMS**

**Writers (4)**

Chairperson: - Basilio P. Mana-ay Jr. CESO VI  
Asst. Schools Division Superintendent

Members - Ylyc Manguilimutan, PhD  
Marissa Manginsay, EdD  
Ma. Angelita Perpetua Suelto. EdD



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**B. CID Team (11)**

Chairperson: - 1. Janwario Yamota

Members -  
2. Elden Orbeta  
3. Peter Mijares  
4. Irhyn Pitalcorin  
5. Elden Orbeta, PhD  
6. John Visillas, EdD  
7. Avelino Bitang, EdD  
8. Jacky Ramil Firman

**C. SGOD Team (10)**

Chairperson: - 1. Ailene Añonuevo, PhD

Members -  
2. Keren Luma, EPS  
3. Ana Liza Mendoza, SEPS  
4. Leah Jane Isleta, EPS II  
5. Ker Denzel Infiesto, PO II  
6. Susette Flores, Nurse II  
7. Erna O. Lumandong, EPS II  
8. Desiree Barabat, Nurse II  
9. Lelani Somoso, EPS II  
10. Moolien Jane Estimada, Nurse II

**D. Resources (4)**

Chairperson: Glenn B. Separis, MBA, CESE – Division Accountant

Members: Rosalie D. Estimada, Budget Officer

Ana Liza Mendoza, SEPS

Erna Lumandong, EPS II

**Design and Format**

Chairperson: Tyron Dujali, ITO

Members: Ker Denzel Infiesto, PO III

Erick S. Dalumpines, SEPS

**III. FOCAL PERSONS OF THE PAPS**

PAPs	Focal Person
Kindergarten Education and Special Education	Jaime Carlom
Sports (Special Program for the Sports)/ Arts (Special Program for the Arts)	Antonio Pasquito - PSDS
Science a) Special Science Elementary Schools b) Regional Science High School	Ylcy Manguilimutan EdD- EPS



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PAPs	Focal Person
c) Science and Technology Engineering	
Madrasah Education	Peter Mijares - EPS
Indigenous People's Education	John Visillas EdD - EPS
Alternative Learning System	Jaime Carlom - EPS Joy Magno -EPS II
Technical – Vocational Education	John Visillas Ed D - EPS
Health and Nutrition Program	Dra. Arlene Choi , Medical Officer
a. Feeding Program	Desree Barabat - Nurse
b. Gulayan Sa Paaralan Program	Susette Flores - Nurse
c. Health and Nutrition Services	
Professional Development	Kenneth Deligenia - SEPS Raul Gacus - AO V Neo Carlo Magno – AO IV
Every Child a Reader Program	Iryhn Pitalcorin - PSDS
Alternative Delivery Mode Program	
School-Based Management	Keren Luma - EPS
Titling and Survey of School Site	Ailene B. Añonuevo, PhD Atty. Annelyn Dacumos Erna O. Lumandong Keren T. Luma
Access to Education Plan	Janwario E. Yamota
Elementary and Secondary (JHS&SHS)	Jaime Carlom
Alternative Learning System	Joy Magno Avelino Bitang EdD
Curriculum Implementation Division	Janwario E. Yamota
Elementary and Secondary (JHS&SHS)	Jaime Carlom
Alternative Learning System	Joy Magno
HR Plan	Raul Gacus Neo Carlo Magno
Technology Plan (Schools and SDO)	Tyron Dujali
SHS Implementation Plan	Avelino Bitang EdD
Research Plan	Erick Dalumpines
Sports Development Plan	Antonio Pasquito - PSDS
School District Technical Assistance Plan	Janwario E. Yamota
To address the Access and Efficiency indicators	Avelino Bitang All Public Schools District Supervisors
Guidance Support Plan	Juliet Dosol
Youth Formation Plan	Keren Luma Glady Noel
Learning Resources Management and Development System Plan / Library Hub	Djhoane Aguilar
Schools Facilities Plan (Schools and Division Office)	Engr. Eric Valencia Hernani Resueno, RN, MAN



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PAPs	Focal Person
Project W.A.T.C.H. Technical Assistance Plan	Erick Dalumpines
Private Schools Technical Assistance Plan	Avelino Bitang
Continuous Improvement Plan	1. Ma. Perpetua Angelita Suelto, EdD 2. Darna S. Tan 3. Rosemarie Patriarca, EdD 4. Erick S. Dalumpines
Disaster Risk Reduction Management Plan (Schools and Division Office)	Hernani Resueño, RN, MAN
Monitoring and Evaluation Plan	Ronmar Jayoma
Risk Management Plan	1. Keren Luma 2. Kenneth Deligencia 3. Ronmar Jayoma

**IV. SCHEDULE OF WORKSHOPS (TIMELINES)**

March 6-7, 2025	Workshop 1 (Strategic Planning)
March 8- April 2, 2025	Writing the Work and Financial Plan by the Focal Person
April 3-4, 2025	Workshop 2 (Presentation of Work and Financial Plan)
April 5 -May 4, 2025	Writing the Division Education Development Plan (DEDP) & Annual Implementation Plan (AIP) 2021
May 9 , 2025	Workshop 3 (Presentation to Internal and External Stakeholders and Final Revision)
June 18, 2025	Critiquing – Final Draft
June 20, 2025	Proof Reading
June 30, 2025	Final Printing
July 16, 2025	To the printing press (Final DEDP)
July 8, 2025	Presentation to the Regional Director

**TRAINING MATRIX**

**Workshop 1 (Strategic Planning)**

**March 6-7, 2025**

**Strategy: Face to face / Virtual**

Date	Activity	Responsible Person
March 6-7, 2025	Preliminaries	Secretariat
30 participants (Attached list of participants)	Objectives	<b>BASILIO P. MANAY JR. CESO VI ASDS</b>
	Revisiting the CY 2026-3031	<b>Ker Denzel Infiesto</b> PO III





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**SCHOOLS DIVISION OF PANABO CITY**

	Vision/ Mission/ Core Values / Strategic Objectives / Performance Indicators	<b>Jinky B. Firman</b> PhD, CESO VI SDS
	Strategic Planning	
a.	Organizing Data and Information	<b>Ker Denzel Infiesto</b> PO III
b.	Forecasting and Targeting	
	Preliminaries	
c.	Pareto Analysis & Segmentation	<b>Erick Dalumpines</b> SEPS , Planning & Research
d.	Characterization & Rapid Appraisal	
e.	Problem Analysis	<b>Janwario E. Yamota</b> CID Chief
f.	Objective Tree	<b>Janwario E. Yamota</b> CID Chief
g.	Strategy Formulation	
h.	SWOT analysis	<b>DR. Avelino Bitang</b> PSDS
i.	Work and Financial Plan	<b>Erick Dalumpines</b> SEPS , Planning & Research

**Workshop 2 (Critiquing): Presentation of Work and Financial Plan)**

**April 3-4, 2025**

**Strategy: Face to face / Virtual**

Date	Activity	Responsible Person
April 3-4, 2025	Preliminaries	Secretariat
30 participants (Attached list of participants)	Panel: SDS, ASDS, Chiefs of the CID & SGOD	
	Content of Presentation: a. Strategic Objectives/Targets b. Pareto Analyses/Segmentation c. Characterization/Rapid Appraisal d. Problem Analysis e. Objective Tree f. Strategy Formulation g. SWOT Analysis h. Work and Financial Plan	
	Presenter: Presentation of Program and Projects	Focal Person





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**SCHOOLS DIVISION OF PANABO CITY**

**Workshop 3 (Presentation to Internal and External**

**May 9, 2025**

**Strategy: Face to face / Virtual**

<b>Date</b>	<b>Activity</b>	<b>Responsible Person</b>
May 9, 2025	Preliminaries	Secretariat
30 participants (Attached list of participants)	Objectives	<b>Basilio P. Mana-ay Jr. CESO VI</b> Chief ES, SGOD
	The DEDP: Presentation to Stakeholders	<b>Jinky B. Firman PhD, CESO VI</b> Schools Division Superintendent
	Critiquing by the Stakeholders	Moderator: Secretariat
	Recommendation / Agreement / Support and Commitment	Stakeholders

**LIST OF PARTICIPANTS**

**Workshop 1 (Strategic Planning) &**

**Workshop 2 (Critiquing: Presentation of Work and Financial Plan)**

**Strategy: Face to face and online**

<b>Division</b>	<b>List</b>	<b>No. of Participants</b>
		<b>Total</b>
OSDS	1. Jinky B. Firman PhD, CESO VI 2. ASDS Basillio P. Manay-Jr. CESO VI 3. Administrative Officer -Raul Gacus 4. Accounting Office - Glenn Separis 5. Budget Office - Rosalie Estimada 6. HR - Neo Carlo Magno 7. ICT - Tyron Dujali 8. Legal Officer - Atty. Analyn D. Villanueva 9. OSDS Secretariat – Kim Uyanggurin	9
CID	<b>CID</b> 1. Chief: Mr. Janwario E. Yamota 2. Jaime Carlom 3. Ylcy Manguilimutan EdD 4. Elden Orbeta PhD 5. John Visilla PhD 6. Jack Ramil Firman	11



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<b>SGOD</b>  1. Chief : Ailene B. Añonuevo, PhD 2. Keren Luma 3. Dr. Arlene Lorca Choi 4. Deseree Barabat, RN 5. Kenneth Deligencia 6. Ana Liza Mendoza 7. Ronmar Jayoma 8. Hernani Resueño, RN, MAN 9. Erick Dalumpines, EdD 10. Ker Denzel Infiesto	7. Peter Mijares 8. Djhoanne Aguilar 9. Iryhn Petalcorin 10. Avelino Bitang 11. Antonio Pasquito, Jr.	10  <b>TOTAL</b> <span style="float: right;">30</span>

**Workshop 3 (Presentation to Internal and External  
Strategy: Face to face / online**

	List	No. of Participants	<b>Total</b>	
			<b>STAKEHOLDERS</b>	<b>20</b>
April 8, 2025	1. Elementary (SPG) – 2	2		
	2. Secondary (SSC) – 2	2		
	3. PTA – Elementary – 2	2		
	4. PTA – Secondary – 2	2		
	5. School Heads – Elementary – 2	2		
	6. School Heads – Secondary – 2	2		
	7. Local Government Unit – 4	4		
	8. Private Organizations – 2	2		
	9. Private Schools – 2	2		
	<b>DIVISION Participants</b>		10	
	<b>Total</b>		30	





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**SCHOOLS DIVISION OF PANABO CITY**

**DEPD PROPOSED CONTENTS AND RESPONSIBLE PERSON**

CONTENTS	RESPONSIBLE PERSON
Title Page / Cover Page	<b>Mr. Tyron Dujali</b> Division ITO
Introduction	<b>Basilio P. Mana-ay Jr. CESO VI</b>
Executive Summary	ASDS & Team
List of tables	<b>Mr. Erick S. Dalumpines</b> SEPS for Planning and Research
Chapter 1: Overview	<b>Janwario E. Yamota &amp; CID Team</b>
Internal and External Assessment	Chief ES, CID
Chapter 2: Situational Analysis	<b>Ailene B. Afonuevo PhD &amp; SGOD Team</b> Chief of the SGOD
Chapter 3: Strategic Direction	<b>Ker Denzel Infiesto</b> Planning Officer III
Chapter 4: Master Plan	<b>Erick S. Dalumpines</b> SEPS for Planning and Research
Annexes ( PAPs)	Focal Person

