



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

October 1, 2025

DIVISION MEMORANDUM
No. 592, s. 2025

**ADDITIONAL INFORMATION AND CHANGE OF DATE RE: DM NO. 588, S. 2025
“SCHOOL HEADS’ PLANNING CONFERENCE FOR FY 2025”**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Planning Conference shall be conducted based on the new schedule:

BATCH	PARTICIPANT	DATE	VENUE
BATCH 1	NORTH SECTOR & CANDABA SCHOOL HEADS WITH PSDSs	October 13-15, 2025	Pavillion, Otel Pampanga
BATCH 2	WEST SECTOR, SAN LUIS & STA. ANA SCHOOL HEADS WITH PSDSs	October 15-17, 2025	Penthouse, Greene Manor
BATCH 3	SOUTH SECTOR & MEXICO SCHOOL HEADS WITH PSDSs	October 16-17, 2025	Pavillion, Otel Pampanga
		October 20, 2025	Penthouse, Greene Manor
BATCH 4	SECONDARY SCHOOL HEADS WITH EPSvrs	October 21-23, 2025	Pavillion, Otel Pampanga

2. To ensure the smooth facilitation of this activity, the following **HR Fellows**, **QATAME Associates**, and **Division Nurses** are directed to extend their technical and administrative assistance throughout the conduct of the orientation:

BATCH	HR FELLOW	QATAME ASSOCIATE	DIVISION NURSE
BATCH 1	KRISTLE MARY JOY DUMLAO <i>Head Teacher III</i> Andres M. Luciano High School	JOMAR D. DELA CRUZ <i>Head Teacher III</i> Malino National High School	Jayson Philip Bacani Jeffrey Jiao (DAY 1)
			Austin Pasamonte Karl Andrew Samson (DAY 2)
			Jethro Peña Jerson Dagami (DAY 3)



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BATCH 2	LEO FRANCIS R. DILAG <i>Head Teacher III</i> Sto. Rosario Elementary School	ARJEL B. DANTES <i>Head Teacher III</i> Dalayap High School	Shello Rose Sunglao Kristine Ilonyl De Leon (DAY 1)
			Harold Cruz Rmon Ian Santos (DAY 2)
			Thelma Laxina Shirley Ingal (DAY 3)
BATCH 3	JONNER C. BAIS <i>Head Teacher III</i> Apalit High School	ETHEL DULU <i>Head Teacher III</i> San Vicente San Francisco National High School	Carla Marie Rhyan Gamboa Pedro S. Pangan, Jr. (DAY 1)
			Josie Medina Rose Ann Muldong (DAY 2)
			Katrina Bungay Jianina David (DAY 3)
BATCH 4	BRENDALYNE D. LIWANAG <i>Head Teacher III</i> Tangle Elementary School	FLORITA GARCIA <i>Head Teacher III</i> San Vicente San Francisco National High School KATHLEEN GALE BADURIA <i>Head Teacher III</i> Masantol High School	Ma. Carmela De Guzman Merlinda Quiambao (DAY 1)
			Pedro Pangan Jr. Marc David (DAY 2)
			Cherryl Toloza Eleonor Castro (DAY 3)

3. In addition, School Heads are encouraged to bring laptops, extension cords, and personal internet connection, if available, and the following reference documents and data, either in softcopy or hardcopy, needed for the workshop:
- 3 Years School Report Card (SY 2022-2023, 2023-2024 & 2024-2025);
 - 3 Years School Program Implementation Review reports;
 - Copy of SIP 2022-2028
4. All participants are required to register through the official QR code and link provided for this activity at least two (2) days prior to the start of their designated batch. The information submitted through the registration form will be used for the generation of Certificates of Appearance and Participation.

Moreover, in the event of school head reassignments, changes in stations, or new designations, the Division Office shall utilize the submitted registration



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details as the official basis for updating participant records to ensure accuracy and accountability.

<https://tinyurl.com/RegistrationPlanCon2026>

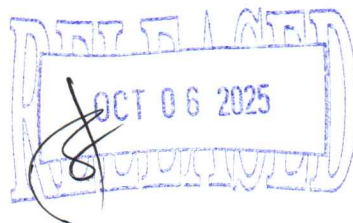


5. Immediate dissemination of this Memorandum is desired.

ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

SGOD-PRD-DM-2025
6 October 2025
Annex A

00062400





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Annex A

SCHOOL HEADS PLANNING CONFERENCE FOR FY 2025

Adjusted Activity Matrix

TIME	ACTIVITY	RESPONSIBLE PERSON/UNIT
DAY 1		
7:30 – 8:30	Opening Program & Orientation	HR Fellows
8:30 – 10:00	Setting the Strategic Direction: QBEDP Orientation and Agenda Setting	ARCELI S. LOPEZ, PhD SGOD Chief
10:30 – 10:45	Health Break	
10:00 – 11:00	(cont.) Setting the Strategic Direction: QBEDP Orientation and Agenda Setting	ARCELI S. LOPEZ, PhD SGOD Chief
11:00 – 12:00	Harmonizing Education Development Plans: QDEDP in Context	GEORGE JOSE MARIA C. GUILAS SEPS, Planning and Research
12:00 – 1:00	Lunch Break	
1:00 – 2:30	Review of 3-Year Operational Plans and Performance Assessment	MICHELLE D. MEJIA SEPS, SMM&E
2:30 – 2:45	Health Break	
2:45 – 4:30	School Data Management Dashboarding: Identifying Trends and Patterns	ROBIN D. PEREZ Planning Officer III
4:30 – 5:00	Synthesis & Reflection	TWG
DAY 2		
7:30 – 8:30	Recap & Energizer	TWG
8:30 – 10:00	From Vision to Action : The Strategic Planning Roadmap	JANE P. VALENCIA, PhD, CESE Education Program Supervisor JAYSON M. SANTOS Education Program Specialist
10:00 – 10:15	Health Break	
10:15 – 12:00	From Vision to Action : The Strategic Planning Roadmap	JANE P. VALENCIA, PhD, CESE Education Program Supervisor JAYSON M. SANTOS Education Program Specialist
12:00 – 1:00	Lunch Break	
1:00 – 3:00	From Vision to Action : The Strategic Planning Roadmap	JANE P. VALENCIA, PhD, CESE Education Program Supervisor JAYSON M. SANTOS Education Program Specialist
3:00 – 3:15	Health Break	
3:15 – 4:30	From Vision to Action : The Strategic Planning Roadmap	JANE P. VALENCIA, PhD, CESE Education Program Supervisor JAYSON M. SANTOS Education Program Specialist
4:30 – 5:00	Synthesis & Closing Reflections	TWG
DAY 3		
7:30 – 8:30	Recap & Energizer	TWG
8:30 – 10:00	Work and Financial Planning	ROBIN D. PEREZ Planning Officer III



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10:00 – 10:15	Health Break	
10:15 – 11:30	CID 3-Year Operational Plan Presentation	CELIA R. LACANLALE, PhD CID Chief
11:30 – 11:45	Open Forum	CELIA R. LACANLALE, PhD CID Chief
11:45 – 12:45	Lunch Break	
12:45 – 1:45	OSDS 3-Year Operational Plan Presentation	ATTY. ARNOLD ADELO P. OBILLOS JB B. MANALANG ERWIN M. CRUZ REMEDIOS M. BACANI JOHN PAUL I. PALLASIGUI OSDS Heads
1:45 – 2:00	Open Forum	OSDS Heads
2:00– 3:00	SGOD 3-Year Operational Plan Presentation	ARCELI S. LOPEZ, PhD SGOD Chief
3:00 – 3:15	Open Forum	
3:15 – 3:30	Health Break	
3:30 – 4:30	Project Procurement Management Plan	SHARON M. CATANGAL Administrative Officer IV
4:30 – 5:00	Closing Program	SDS