



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

October 1, 2025

DIVISION MEMORANDUM  
No. 601, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 588, S. 2025 RE:  
"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 | <b>NORTH SECTOR, SAN LUIS &amp; STA. ANA SCHOOL HEADS</b><br>WITH PSDSs | October 13-15,<br>2025 | Pavillion, Otel<br>Pampanga |
| BATCH 2 | <b>SOUTH SECTOR &amp; MEXICO</b><br>SCHOOL HEADS WITH PSDSs             | October 14-16,<br>2025 | Penthouse, Greene<br>Manor  |
| BATCH 3 | <b>SECONDARY SCHOOL HEADS</b><br>WITH EPSvrs                            | October 20-22,<br>2025 | Pavillion, Otel<br>Pampanga |
| BATCH 4 | <b>WEST SECTOR &amp; CANDABA</b><br>SCHOOL HEADS WITH PSDSs             | October 21-23,<br>2025 | Penthouse, Greene<br>Manor  |

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<br>1 | <b>KRISTLE MARY JOY DURLAO</b><br><i>Head Teacher III</i><br>Andres M. Luciano<br>High School | <b>JOMAR D. DELA CRUZ</b><br><i>Head Teacher III</i><br>Malino National High<br>School | <b>Jayson Philip Bacani</b><br><b>Jeffrey Jiao</b><br>(DAY 1)   |
|            |                                                                                               |                                                                                        | <b>Austin Pasamonte</b><br><b>Karl Andrew Samson</b><br>(DAY 2) |
|            |                                                                                               |                                                                                        | <b>Jethro Peña</b><br><b>Jerson Dagami</b><br>(DAY 3)           |



Republic of the Philippines  
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 Region III  
**SCHOOLS DIVISION OF PAMPANGA**

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



Republic of the Philippines  
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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





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Annex A

**SCHOOL HEADS PLANNING CONFERENCE FOR FY 2025**

**Adjusted Activity Matrix**

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



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