



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

29 July 2026

DIVISION MEMORANDUM
SGOD – 2026 - 115

**CONDUCT OF THE ORIENTATION-WORKSHOP ON QUALITY DELIVERABLES
AND HUMAN RESOURCE DEVELOPMENT PERFORMANCE ENHANCEMENT**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Education Program Supervisors
Section Heads
Cluster Heads
Elementary & Secondary School Heads
This Division

1. To further enhance organizational effectiveness and ensure the delivery of quality services, this Office, through the School Governance and Operations Division, shall conduct an Orientation-Workshop on Quality Deliverables and Human Resource Development Performance Enhancement on August 27-28, 2026 in Koronadal City.
2. The activity seeks to strengthen participants' strategies and program implementation best practices to achieve quality outputs. Further, the activity will strengthen human resource capabilities, consistent with the agency's mandate of promoting excellence, professionalism, and continuous improvement in public service.
3. Participants in this activity are all members of the School Governance and Operations Division (SGOD) and the Section Head of the ICT Unit. All participants are also advised to bring laptops, Annual Improvement Plan (AIP)/Work and Financial Plan (WFP), the section's DEDP targets, and self-rated performance evaluation.
4. The School Management, Monitoring and Evaluation Section (SMME) shall take charge of the Technical Assistance (TA) Plan and Monitoring & Evaluation (ME) Plan templates aligned with the Basic Education Monitoring and Evaluation Framework (BEMEF).



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Website: depedtacurong.org



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5. The Matrix of Activity and List of Participants are attached for your reference.
6. Expenses to be incurred in the conduct of this activity shall be charged to the HRTD InSet Funds 2026, subject to the usual accounting and auditing rules and regulations.
7. For further inquiries and clarifications, contact *Ma. Dianne Joy R. dela Fuente, SEPS-HRDS*, through tacurong.sgod@deped.gov.ph.
8. For information, dissemination, and guidance.

CARLOS G. SUSARNO, PHD. CESO VI

Asst. Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

MDJRdF/SGOD/DM-2026 – CONDUCT OF THE ORIENTATION-WORKSHOP ON QUALITY DELIVERABLES AND HUMAN RESOURCE DEVELOPMENT PERFORMANCE ENHANCEMENT/ July 29, 2026



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Enclosure No. 1 to Division Memorandum SGOD-2026-115

**ORIENTATION -WORKSHOP ON QUALITY DELIVERABLES AND HUMAN
RESOURCE DEVELOPMENT PERFORMANCE ENHANCEMENT
AUGUST 27-28, 2026**

MATRIX OF ACTIVITY

Date/Time	Activity	Person/s Responsible
Day 1- August 27, 2026		
7:30 AM -9:00 AM	Travel Time	
9:01 AM – 9:30 AM	Settling In and Registration	Janice P. Suboc EPS II - HRDS
9:31 AM – 9:45 AM	Opening Program National Anthem Opening Prayer City Hymn Opening Remarks Statement of Purpose Message	AVP Nomer F. Buenavente AA Gilbert B. Barrera, CESE ASDS Mayflor D. Romualdo CES-SGOD Carlos G. Susarno ASDS OIC-Office of the SDS
9:46 AM -11:00 AM	Session 1. Strengthening Action Planning through Monthly Technical Assistance (TA) Plan	Mohani A. Paguita SEPS-SMME
11:01 AM -12:00 NN	Workshop 1. Crafting of TA Plan	Mohani A. Paguita Junaflor R. Sucaldito SMME
12:01 PM – 1:00 PM	Lunch Break	
1:01 PM – 1:15 PM	Management of Learning	
1:15 PM – 1:45 PM	Session 2. Presentation of the 2026 Office Performance Commitment	Ernie P. Pama EPS-SGOD



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1:46 PM – 3:00 PM	Workshop 2. Alignment and Finalization of the 2026 O/IPCR	Ernie P. Pama Ma. Dianne Joy R. dela Fuente HRDS
3:01 PM- 3:15 PM	Health Break	
3:16 PM – 4:45 PM	Session 3. Presentation of Data Aligned to the Division Education Development Plan	Leonora R. Po PDO-II, Acting PO
4:46 PM – 5:00 PM	End of Day Assessment	SMME
Facilitators of the Day: DRRM/YFD/ SHN/EFS		
Day 2- August 28, 2026		
8:00 AM -8:30 AM	Management of Learning	
8:31 AM – 9:45 AM	Workshop 3. Encoding of PPAs in the AIP Dashboard System	Ma. Dianne Joy R dela Fuente Joey M. Lozano
9:46 AM – 10:00 AM	Health Break	
10:01 AM – 11:00 AM	Session 4. Crafting of M&E Plan	Mohani A. Paguita SEPS-SMME
11:01 AM – 12:00 NN	Workshop 4. Preparation and Crafting of M&E Plan	Mohani A. Paguita Junaflor R. Sucaldito SMME
12:01 PM -1:00 PM	Lunch Break	
1:01 PM -1:15 PM	Management of Learning	
1:16 PM – 2:45 PM	Presentation of the 2 nd Semester TA Plan and 2026 Performance Commitment Form	All Functional Units
2:46 PM – 3:00 PM	Health Break	
3:01 PM – 4:00 PM	Presentation of the M&E Plan	All Functional Units
4:00 PM – 4:45 PM	Wrapping Up and Ways Forward	Ernie P. Pama EPS-SGOD
4:46 PM -5:00 PM	End of Day Assessment	SMME
Facilitators of the Day: HRDS/PRS/SMN		



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Enclosure No. 2 to Division Memorandum SGOD-2026-115

LIST OF PARTICIPANTS

NO	NAME	POSITION
1.	Carlos G. Susarno, PHD, CESO VI	SDS
2.	Gilbert B. Barrera, CESE	ASDS
3.	Mayflor D. Romualdo	Chief ES-SGOD
4.	Ernie P. Pama	EPS
5.	Ma. Dianne Joy R. dela Fuente	SEPS
6.	Mohani A. Paguita	SEPS
7.	Janice P. Suboc	EPS II
8.	Junaflor R. Sucaldito	EPS II
9.	John G. Bayugos	PDO-II
10.	Leonora R. Po	PDO II/OIC-PO
11.	Evangeline C. Comages	AA
12.	Joey M. Lozano	ITO
13.	Engr. Keiff Humpfrey M. Bedia	DepEd Engr.
14.	Engr. Oliver O. Godoy	DepEd Engr.
15.	Ivan James B. Pano, MD	MO III
16.	Brendon A. Moises	PDO-I
17.	Dane Immanuel Luza, DMD	Dentist II
18.	Nomer F. Buenavente	AA VI
19.	Catherine Joy Q. Maratas, RN	Nurse II
20.	Jonalee Y. Arquiza, RN	Nurse II
21.	April Jane L. Duadua, RN	Nurse II
22.	Jancee Rival	TA-SBFP
23.	Angelie Delgado	COS-SHN
24.	Mark Anthony B. Sumatra	TA Sports
25.	Genesis L. Sucaldito	Driver



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