



Republic of the Philippines  
Department of Education  
Region II – Cagayan Valley  
SCHOOLS DIVISION OF NUEVA VIZCAYA



05 January 2026

DIVISION MEMORANDUM  
No. 01, s. 2026

**CONDUCT OF 2025 REGIONAL PERFORMANCE MANAGEMENT REVIEW  
AND HARMONIZATION OF THE 2026 OPERATIONAL PLANS**

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
Public Schools District Supervisors/District In-Charge  
All others concerned

1. This Office announces the conduct of the 2025 Regional Performance Management Review and Harmonization of the 2026 Operational Plans which will be hosted by this SDO on January 8-9, 2026 at Twins Garden, Masoc, Bayombong, Nueva Vizcaya.
2. This activity aims to finalize and streamline all data reporting mechanism for the year-end review, specifically, it aims to:
  - a. finalize and validate the list of required data and performance indicators for the CY 2025 Year-end Performance Review;
  - b. standardize data definitions, formats, and reporting templates across all SDOs to ensure data consistency and quality;
  - c. establish clear submission timelines, data flow, and validation protocols; and
  - d. address and resolve data-related gaps and issues identified from previous review cycles.
3. The participants in this activity are the Regional Director (RD), Assistant Regional Director (ARD), Regional Office Functional Division Chiefs, Schools Division Superintendents, Assistant Schools Division Superintendents, SDO Planning Officers, Budget Officers, SDO Senior Education Program Specialists- School Management, Monitoring and Evaluation (SMME), RO-Policy, Planning and Research Division and Quality Assurance Division.
4. The enclosed list of SDO Technical Working Group are requested to report during the activity for the assigned tasks.
5. The meals, snacks, accommodation and incidental expenses of the participants shall be charged to SDO MOOE while the travel expenses of the SDO TWG shall be charged to local funds subject to usual accounting guidelines, rules and regulations.
6. For information, guidance and compliance.

**ORLANDO E. MANUEL Ph.D., CESO V**  
Schools Division Superintendent





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**Conduct of 2025 Performance Management Review and Harmonization  
of the 2026 Operational Plans: January 8-9, 2026**  
Technical Working Group (TWG)

No	Name	Position and Office/School
<i>Registration/ Attendance/ Program Host/ Training Assistants</i>		
1	Maricar M. Valido	AO-IV, Records
2	Herbert Mangabat	OIC EPS-II, HRDS
3	Marc Henrick R. Nicanor	PDO – II, YFP
4	Florence F. Esparrago	OIC SEPS, HRDS
<i>Medical Team</i>		
1	Ben Clarion Llantada	Nurse II, SHS
2	Lovelyn C. Cambaliza	Nurse II, SHS
3	Julius Michael Panganiban	Nurse II, SHS
4	Ryan Christopher Buccat, MD	Medical Officer II, SHS
<i>Accommodation/ Ushers</i>		
1	Melany M. Asuncion PhD	EPS, SGOD
2	Gaye D. Castillo	AO-IV, Supply Office
3	Rosula M. Balberan	AO-IV, Cash Unit
4	Karina Genevy B. Ancheta	AO-II, Bayombong I
5	Romelyn S. Gurat	AO-II, Bayombong I
6	Regie M. Marcos	TA-I, School Sports
7	Christian Loyd T. Vicente	PDO I, YFP
<i>Traffic/ Parking Management/ Shuttle</i>		
1	Orlando D. Vicente PhD	EPS, TLE
2	Edgar Capuno/ Jigger Manuel	EPSA, ALS/ Lamo NHS
3	Alvin C. Culanag/ Osmund Espejo	KNAS/ Bonfal NHS
4	Gabriel C. Ullani / Oliver Tamani	Kongkong Valley NHS/ Belance NHS
<i>SDO Souvenir</i>		
1	Gaye D. Castillo	AO-IV, Supply Office
2	Edward M. Santiago	PSDS, Bambang II
3	Luviminda Cordero PhD	P-IV, Bambang NHS
4	Joyceline Celestino	P-II, Baretbet ES
<i>Documentation-Technology Team</i>		
1	Ezekel C. Garing	ITO I, OSDS
2	Chester C. Cortez	Librarian II
3	Howard Jean Francois V. Doles II	AA-VI, OSDS
4	Kennedy W. Guzman	AA-VI, OSDS
5	Clydine A. Balon	ADAS-III, PAR
6	Genesis Epistola	Curifang ES
<i>SDO One Voice</i>		
1	Chester C. Cortez	Librarian II
2	Roscoe N. Gacusana PhD	SEPS, SMAN
3	Roscar Jayson T. Sullo	AA-II, OSDS
4	Darell John L. De Guzman	AA-III, OSDS



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*Finance*

1	Emerson B. Balut	Accountant III
2	Jeassel J. Alayu	AO-V, Budget
3	Rosula M. Balberan	AO-IV, Cashiers Office

*Program/ Over-all Coordination*

1	Clydine A. Balon	ADAS-III, PAR
2	Romeo Emmanuel C. Yarcia	PAR, SGOD
3	Melany M. Asuncion PhD	EPS, SGOD
4	Nimfa Norie A. Aquino PhD	EPS, CID

*Program Management Team*

1	Atty. Julius Caesar G. Domingo, CPA	Attorney III, OSDS
2	Romulo S. Ancheta PhD	Chief, SGOD
3	Adonis C. Ceperez EdD, CESE	ASDS
4	Orlando E. Manuel PhD, CESO V	SDS

Prepared by:

**MELANY M. ASUNCION PhD**  
EPS, SGOD

Noted by:

**ROMULO S. ANCHETA PhD**  
Chief, SGOD

Approved:

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent