



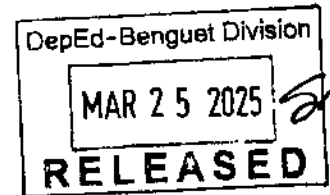
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM

21 March 2025



No. 135 s. 2025

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- SGOD and CID
Public Schools District Supervisors/ Districts In-charge
Personnel of Concerned Schools



**CONDUCT OF THE 2025 FIRST QUARTER DIVISION PROGRAM
IMPLEMENTATION REVIEW (DPIR) and SECOND DIVISION EXECUTIVE
COMMITTEE (DExeCom) MEETING**

1. To ensure the effective, efficient, and systematic management of the division's plans, activities, and programs, this office is issuing this memorandum regarding the conduct of the First Division Program Implementation Review (DPIR) and the Second Division Executive Committee meeting. This activity will be held on April 2-3, 2025, at the Newtown Plaza Hotel, Leonard Wood Road, Baguio City.
2. This activity aims to review the progress of all programs implemented in the first quarter of 2025, identify challenges, and propose solutions. This will include a comprehensive assessment of key performance indicators (KPIs) against targets.
3. Presentations and reports from the three functional divisions should follow the attached template (*enclosure 2*).
4. Please see Enclosure 1 for the list of participants.
5. Meals and snacks shall be charged to Division MOOE while other incidental and travel expenses shall be charged to local funds subject to usual auditing rules and regulations.
6. This memorandum shall also serve as the Travel Authority of identified participants.
7. Immediate and wide dissemination of this Memorandum is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and 
Concurrent Officer in Charge-OSDS



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
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Enclosure 1: List of Participants

#	Office	Name
1	RD/SDS	Estela P. Leon - Cariño
2	ASDS	Samuel T. Egsaen Jr.
3	Admin	Mahal M. Rifani
4	Accounting	Florinda C. Pagoy
5	Budget	Florabel E. Buclay
6	Properties and Supply	Florabel Balanon
7	Cash	Joyce Gavino
8	Records	Melvin Alfredo
9	Legal	Atty. Nover Singgangan Jr.
10	ICTU	Eric S. Wanson
11	Personnel	Mel Alingbas
13	SGOD CES	Lucio B. Alawas
14	EPS	Cesar B. Luma-ang
15	Physical Facilities	Melba M. Himmoldang
16	SMME	Corazon C. Quipot
17	HRDS	Xylene Grail D. Kinomis
18	DRRM	Nerissa I. Barbosa
19	SMN	Arvin M. Doman
20	Research	Stephen P. Bulalin
21	Planning Officer	Jeanette I. Kiong
22	Youth Formation	Murphy S. Liswid
23	NAPSSPHIL President	Daniel Peredo
24	CID CES	Rizalyn Guznian
25	EPS	Sonia Dupagan
26	EPS	Macarthy Malanes
27	EPS	Merlyn Conchita de Guzman
28	EPS	Francis Peckley
29	EPS	Remy Dumao
30	EPS	Erlinda Quinuan
31	EPS	Samuel Ayangdan
32	EPS	Jardson S. Onio
33	EPS	Norbert Lartec
34	EPS	Warden Baltazar
35	PSDS- Atok	Marcelino Blado
36	PSDS- Bakun	Marilyn Zarate
37	PSDI- Bokod	Emilyn Medina
38	PSDS- Buguias	Onofre Limpayos
39	PSDS- Itogon I	Jonathan Sadey
40	PSDI- Itogon II	Juliet Baldo
41	PSDS- Kabayan	Robert Pablo Jr.
42	PSDS- Kapangan	Virginia Salio-an
43	PSDI- Kibungan	Cristeta Igueldo
44	PSDS-La Trinidad	Delarosa Delmas



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45	PSDS- Mankayan	Merilyn Tolbe
46	PSDI- Sablan	Lilian Ulep
47	PSDS- Tuba	Melchor Tican
48	PSDS- Tublay	Aladin Dobinto
49	Secretariat	Joven B. Agtani
50	Secretariat	Charmaine Nonog
51	PAO	Lorna M. Yaco

Enclosure 2: Template

Download the template on this link:

<https://tinyurl.com/1stQDPIR>

smme 2025



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2nd DIVISION EXECUTIVE COMMITTEE MEETING (DEXECOMM)

April 02-03, 2025, New Town Plaza Hotel, Baguio City

Day 1: April 02, 2025 (Wednesday)

**Arrival, Registration & Preliminaries
Call to Order**

Secretariat

Estela P. Leon-Cariño, EdD, CESO III
Regional Director & Concurrent SDS

**Reading of the Minutes of the Meeting &
Issues and Concerns arising from previous
minutes and Actions Taken**

Secretariat

**Agenda 1: Updates on Budget Utilization
Rate (BUR)**

Florabel E. Buclay

AO V- Budget

Florinda C. Pagoy

Accountant III

Agenda 2: Final DAIP Presentation

Stephen P. Bulalin

SEPS- P&R

**Agenda 3: SDO PPAs- Physical
Accomplishments- 1st Quarter (per
Functional Division)**

Mahal M. Rifani

AO V- Admin

Rizalyn A. Guznian

CES- CID

Lucio B. Alawas

CES-SGOD

Day 2: April 03, 2025 (Thursday)

Preliminaries and Call to Order

Secretariat

**Agenda 4: Report from District Offices
-3rd Quarter and Plan for the School Year
End Activities and Next School Year
Activities**

Assigned Presenter

**Agenda 5: Presentation of the
Supervisory and Instructional Plan**

Assigned Presenter

**Agenda 6: Presentation of Progress
Monitoring Report Template
RD/SDS Time**

Corazon C. Quipot

SEPS- SMME

Estela P. Leon-Cariño, EdD, CESO III

Regional Director & Concurrent SDS

Closing

Secretariat