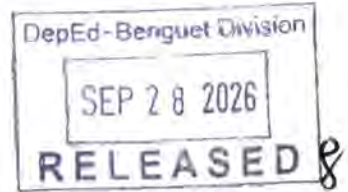




Republic of the Philippines
Department of Education
Schools Division of Benguet



23 September 2026

DIVISION MEMORANDUM

No; 397 s. 2026

3rd QUARTER SGOD ADIVAYAN- PROGRAM IMPLEMENTATION REVIEW (PIR)

To: Office of the OIC-Assistant Schools Division Superintendent
Chief Education Supervisors- SGOD and CID
Public Schools District Supervisors/ Districts In Charge
Identified SGOD Personnel
All Others Concerned

1. The Schools Governance and Operations Division (SGOD) will conduct its **3rd Quarter ADIVAYAN- Program Implementation Review** at **Bella Vista Resort, Sitio 01 Brookside Road, Dal-Lipaeon, Naguilian, La Union** on **September 29-30, 2026**.
2. The agenda of the *Adivayan* is as follows:
 - a) 3rd Quarter Review of Section Accomplishments (Financial and Physical) following KRAs, Job Descriptions, and Designations vis-à-vis IPCRF for CY 2026;
 - b) Finalization of SGOD QMS and 4th Quarter schedule of activities; and
 - c) Conduct of wellness activities that support the physical, mental, and emotional well-being of personnel.
3. Attached are the List of Participants and Indicative Program Matrix.
4. This memorandum shall also serve as the Authority to Travel for all identified participants. Meals, snacks, accommodation, and transportation shall be charged against the Division MOOE, while incidental expenses shall be charged against available local funds, subject to the usual accounting and auditing rules and regulations. Meals shall cover breakfast on Day 1 through PM snacks on Day 2.
5. For inquiries or concerns, please contact the Schools Governance and Operations Division (SGOD) through telephone number (074) 422-6570 (Telefax) or email at benguet@deped.gov.ph.
6. Immediate dissemination of and strict compliance with this Memorandum are directed

sgd

CARMEL E. MERIS

OIC – Schools Division Superintendent

SGOD/LBA/smme.jba

LIST OF PARTICIPANTS

3rd Quarter SGOD ADIVAYAN- Program Implementation Review (PIR)
29-30 SEPTEMBER 2026 @ BELLA VISTA RESORT, NAGUILIAN, LA UNION

NO	NAME	SEX	POSITION	SECTION
1	LUCIO B. ALAWAS	M	CES	CES
2	MARCELINO S. BALDO	M	EPS	EPS
3	FLORABEL E. BUCLAY	F	AO V	OSDS-BUDGET
4	ARVIN M. DOMAN	M	SEPS	SMN
5	LORNA M. YACO	F	EPS II	SMN
6	CHRISTOPHER W. LAO-E	M	PDO II	DRRM
7	CORAZON C. QUIPOT	F	SEPS	SMME
8	JOVEN B. AGTANI	M	EPS II	SMME
9	XYLENE GRAIL D. KINOMIS	F	SEPS	HRD
10	NERISSA I. BARBOSA	F	EPS II	DRRM
11	MELBA N. HIMMOLDANG	F	ENGR III	EFS
12	DENVER E. SIN-OT	M	TA	EFS
13	LESTER JOHN P. OLANGEY	M	TA	EFS
14	CRISTITA P. SUMAKEY	F	COS	OCES
15	STEPHEN P. BULALIN	M	SEPS	P&R
16	MURPHY S. LISWID	M	PDO I	YF
17	JUDEA B. BALLAGAN	F	PDO I	YF
18	JEANETTE I. KIONG	F	PO III	P&R
19	ROSELLE KRISTINE D. WAGUIS	F	NURSE II	SHN
20	SHODEE D.BOLAYO	F	DENTIST III	SHN
21	YVETTE B. ABANCE	F	COS-AS	SHN
22	GENEBEL B. BALANGGI	F	COS-AS	SHN
23	FLORABEL E. BUCLAY	F	AO V	BUDGET
24	SAFIR HUMAID AL-SINAWI	F	TA	SPORTS
25	EZRA DELLIAS	M	COS	OSDS

Below is the list of employees designated as **Officer of the Day**, who will be responsible for attending to clients and responding to inquiries and concerns.

- Office of CES: Rodilyn Sagpa-ey
- School Health and Nutrition: Marjorie B. Linggayo
- Planning & Research & SMME: Crystel Joy Sapigao
- Office of EPS, HRD and YF: Shaina Mae N. Alos
- SMN & DRRM Section: Chrislyn Albin

PROGRAM OF ACTIVITIES- DAY 1

Day 1: **September 29, 2026 (Tuesday)**

ETD: 6:30 AM @ SDO

ETA: 7:45 AM @ Bella Vista Resort

7:46- 8:30 Breakfast

8:31-9:00 **PRELIMINARIES** c/o SMME

9:01-10:00 **REVIEW OF SGOD PPAS (FINANCIAL & PHYSICAL TARGETS)**
Florabel E. Buclay, AO V- Budget
Corazon C. Quipot, SEPS- SMME

10:01-10:15 Health Break

10:16-11:30 **CONTINUATION OF THE REVIEW OF PPAS**

11:31-12:00 **WAYS FORWARD AND AGREEMENTS**

12:01- 1:00 Lunch Break

1:01-6:00 **WORKSHOP & PRESENTATION ON SGOD QMS**
Lucio B. Alawas, CES- SGOD
Cristita P. Sumakey, Secretariat- QMS

3:01-3:15 Health Break

6:01-7:00 **WELLNESS ACTIVITIES** c/o Safir Humaid Al-Sinawi

7:01 PM Dinner

Facilitator of the Day: Ms. Yvette B. Abance

PROGRAM OF ACTIVITIES- DAY 2

Day 2: **September 30, 2026 (Wednesday)**

6:30-7:30 Breakfast

8:00 **PRELIMINARIES** c/o SMN & DRRM

8:30-9:00 **WELLNESS ACTIVITIES** c/o Judea B. Ballagan

9:01-10:00 **MAPPING OF SGOD ACTIVITIES- 4TH QUARTER**

Marcelino S. Baldo, EPS

Corazon C. Quipot, SEPS- SMME

10:01-10:15 Health Break

10:16-12:00 **2027 DAIP PREPARATION**

Lucio B. Alawas, CES-SGOD

Stephen P. Bulalin, SEPS- Planning & Research

Florabel E. Buclay, AO V-Budget

12:01-1:00 Lunch Break

1:01-2:00 **CES HOUR**

Lucio B. Alawas, CES-SGOD

2:01-3:00 **USAPANG PANGKALUSUGAN: HEALTH EDUCATION HOUR**

Roselle Kristine D. Waguiz, Nurse II

Genebel B. Balanggi, School Health

3:01-3:15 Health Break

3:16-3:45 **CLOSING PROGRAM** c/o HRD

ETD: 4:00 PM- Bella Vista Resort

ETA: 5:30 PM- SDO

Facilitator of the Day: Ms. Cristita P. Sumakey

Notes and reminders:

- Participants are encouraged to pack light and bring only essential items.
- Please bring appropriate clothes for the wellness activities.
- Participants taking regular medication are reminded to bring their maintenance medicines.