DEPED DIVISION OF CATANDUANES
RECORDS SECTION
RELEASED
By:
Date: NOV 19 2026

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

MEMORANDUM

To: Production Team:
RUEL FERNANDEZ – Master Teacher II, Catanduanes NHS
FEBIE T. SORIAO – Master Teacher I, Bato Central ES
JESSA F. PURCIL – Teacher VI, Cabcab NHS
JAYZELLE D. TUSI – Teacher VI, Agban NHS
CRISTINE PHOEBE C. BIEN – Teacher I, Catanduanes NHS
KRISTINA T. ARCILLA – AO II, Buenavista ES (Virac South)
FLOREN P. CLAVO – SEPS, SGOD – PRS
REY C. BONAYON - Planning Officer III, SGOD – PRS

Thru their Respective Immediate Head

From: **MA. JEANY T. ABAYON**
Asst. Schools Division Superintendent
OIC – Office of the Schools Division Superintendent

Subject: **DEVELOPMENT OF VIDEO PRESENTATIONS FOR THE CY 2026 PROGRAM IMPLEMENTATION REVIEW AND TARGET SETTING OF SGOD – PRS**

Date: November 18, 2026

1. In preparation for the **CY 2026 Policy, Planning, and Research Year-End Program Implementation Review and Target Setting** scheduled on November 25–26, 2026, at Lotus Blu Hotel, Legazpi City, the Schools Governance and Operations Division (SGOD), through the Planning and Research Section (PRS), shall develop video presentations highlighting its key accomplishments and best practices for presentation during the said activity.

2. Accordingly, the designated Production Team is hereby directed to undertake the development and production of the video presentations on **November 21–22, 2026**, at **The Island Red Hotel, Calatagan Proper, Virac, Catanduanes.** The outputs shall serve as presentation materials for the SEPS for Planning and Research and Planning Officer III during the regional year-end review and target-setting activity.

3. The Production Team shall ensure that the video presentations:
   a. Highlight the major accomplishments and significant milestones of the SGOD–PRS for CY 2026;
   b. Present key performance results and accomplishments supported by relevant data;

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c. Feature notable practices, strategies, and initiatives worthy of benchmarking and replication by other Schools Division Offices; and
d. Present the information in a clear, concise, engaging, and professional manner.

4. Participation in the activity conducted during weekends shall be granted Vacation Service Credits (VSC) or Compensatory Overtime Credits (COC), subject to the provisions of the following issuances:
a. DepEd Order No. 30, s. 2016 for non-teaching and teaching-related personnel; and
b. DepEd Order No. 13, s. 2024 for teachers.

5. Food and accommodation expenses relative to the conduct of the activity shall be charged against the Division MOOE, while travel and other incidental expenses shall be charged against their respective local/ MOOE funds, subject to the usual accounting and auditing rules and regulations.

6. For information, guidance, and compliance.

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