



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

09 Dec 2025

DIVISION MEMORANDUM
SGOD-2025-262

**YEAREND PERFORMAMANCE EVALUATION REVIEW FOR CY 2025 AND
CAPABILITY BUILDING OF MAITUM 2 SCHOOL HEADS**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. In line with the responsibility of the Department of Education to support the school heads for them to do better in performing their roles, duties and responsibilities including the improvement of the teachers' competence that directly affects the learners performance and progress, the Maitum 2 District will conduct its yearend performance evaluation review for CY 2025 and capacity building for the school heads on December 28-29, 2025 at Sa Balai Lake View Resort, Lake Sebu, South Cotabato.
2. This activity aims to:
 - a. Assess and review leadership and management effectiveness in relation to the implementation of school's program, project and activities.
 - b. Identify areas of strengths and development needs that require training and mentoring.
 - c. Strengthen instructional management expertise to improve the ability to support teachers, monitor instruction, analyze data assessment, and lead programs to enhance learner progress.
3. A one-day Compensatory Time off (CTO) can be earned by the personnel attending the program since the first day of the activity falls on Sunday.
4. Enclosed is the list of the List of Participants, Technical Working Group, Budget and Program Matrix for easy reference.
5. Expenses incurred for this activity shall be charged against MOOE or local funds subject to the usual accounting and auditing rules and regulations.
6. For inquiries, contact Argelio D. Arago, PSDS at 09757538928 and Leonarda F. Katug, P-I at 09294726009.



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7. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – yearend performamance evaluation review for cy 2025
and capability building of maitum 2 school heads
1254/December 9, 2025



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LIST OF PARTICIPANTS

No	School	School Head
1	Maitum 2-Public Schools District Supervisor	Argelio D. Arago, EdD
2	Perrett CIS	Leonarda F. Katug, P-I
3	Dimatingkal-Kamid ES	Noemi K. Cuaresma, T-III
4	George Yabes PS	Lindy S. Baranggan, T-III
5	Henry Mulok Reiland Jr. ES	Rolando V. Balaza, Jr., T-III
6	James Alfred Strong IS	Edward Protacio, Jr., T-III
7	Lomutan ES	Marjorie D. Rebueno, T-III
8	Maguling NHS	Joel F. Gutierrez, Jr., P-I
9	Malalag NHS- Upo Annex	Himelda N. Napila, P-I
10	Mindupok ES	Montasir Ali, T-III
11	Pinol ES	Editha T. Piang, HT-I
12	Reganit ES	Emerlita S. Agunat, HT-II
13	Rudes ES	Analyn T. Barretto, P-I
14	Sitio Nara ES	Sandra Luck B. Nantin, T-III
15	Ticulab ES	Joenard O. Yata, P-I
16	Tuanadatu ES	Cheryl Ruth D. Bacolod, T-III
17	Upo ES	Warlito T. Cortez, T-III
18	Wata-Wanan IPS	Christopher O. Tañedo
19	Malalag National High School	Jemima M. Panes, P-II

PERFORMANCE MANAGEMENT TEAM

Name	Position/Designation
Argelio D. Arago	Maitum 2 PSDS
Leonarda F. Katug	Maitum 2 School Head's President
Joel F. Gutierrez	Vice President
Sandra Luck B. Nantin	Secretary
Analyn T. Barretto	Treasurer
Rolando V. Balaza Jr.	Auditor
P. I. O.	Joenard O. Yata
Bus. Manager	Warlito T. Cortez
	Lindy S. Baranggan



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TECHNICAL WORKING GROUP

Name	Committee
Argelio D. Arago	Consultant/Adviser
Leonarda F. Katug	Program and Venue
Jemima M. Panes	Program and Venue
Christopher O. Tañedo	Venue
Joel F. Gutierrez	Transportation
Joenard O. Yata	Certificates
Sandra Luck B. Nantin	Records Keeper/Registration
Eduardo Protacio, Jr.	Records Keeper/Registration
Analyn T. Barretto	Finance
Rolando V. Balaza Jr.	Market
Lindy S. Baranggan	Market
Montasir Ali	Market
Warlito T. Cortez	Food/Kitchen
Marjorie D. Rebueno	Food/Kitchen
Emerlita S. Agunat	Food/Kitchen
Editha T. Piang	Food/Kitchen
Noemi K. Cuaresma	Food/Kitchen
Himelda N. Napila	Food/Kitchen
Cheryl Ruth D. Bacolod	Food/Kitchen
Cleanliness	All

BUDGET MATRIX

Description	Quantity	Estimated Amount
Accommodation	1 Night	1, 500.00
Meals	3 Meals	450.00
Transportation	Back and Forth	1, 010.00
Total		2, 960.00



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PROGRAM MATRIX

Time	Activity	Committee
6:00AM - 11 A.M.	Arrival	
11:00AM - 12:00PM	Registration	Sandra Luck B. Nantin Eduardo Protacio Jr.
12:00PM – 1:00 PM	Fellowship Lunch	
1:00PM - 2:00 PM	Prayer	Jemima M. Panes
	Lupang Hinirang Rehiyon Dose Sarangani Hymn	Lindy S. Baranggan
	Welcome Address	Joel F. Gutierrez
	Checking of Attendance	Analyn T. Barretto
	Statement of Purpose	Leonarda F. Katug
	Message	Argelio D. Arago
	Community Singing	Sandra Luck B. Nantin
2:00PM-5:00PM	Performance Review and Evaluation	Argelio D. Arago
5:00PM – 6:00 P.M.	Fellowship Dinner	All
Day 2		
6:00 AM – 7:30 AM	Breakfast	
7:30AM – 8:00 AM	MOL	Sandra Luck B. Nantin Eduardo Protacio Jr.
8:00AM – 12:00 PM	Capability Building	Argelio D. Arago School Head's Officers
12:00PM – 1:00 PM	Lunch	
1:00PM – 2:00 PM	Open Forum Message	All Argelio D. Arago
2:00PM – 5:00 PM	Closing Program and Awarding of Certificates	PSDS & School Heads
	Acknowledgement	Christopher O. Tanedo
	Closing Prayer	Hemilda N. Napila