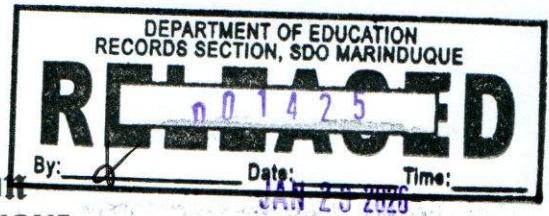




Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

January 22, 2026

**DIVISION MEMORANDUM**

No. 007, s. 2026

**COMPOSITION OF THE TECHNICAL WORKING GROUP (TWG) FOR THE DIVISION EDUCATION DEVELOPMENT PLAN (DEDP)**

TO : Assistant School Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads, Public Elementary, Secondary and Integrated Schools  
TWG Members and Secretariat  
All Others Concerned

1. In line with the preparation and formulation of the Division Education Development Plan (DEDP), this Memorandum shall also serve as the Special Order constituting a Technical Working Group (TWG) to spearhead the planning, coordination, and consolidation of inputs from various stakeholders.
2. The TWG shall be composed of the following:
  - a. Chairperson: Dr. Mabel F. Musa, CESO VI  
Assistant Schools Division Superintendent
  - b. Vice-Chairpersons: Mrs. Maita M. Lazares  
Chief, School Governance and Operations Division  
Mr. John M. Chavez  
Chief, Curriculum Implementation Division
  - c. Members:  
Mrs. Jelly L. Sore, Education Program Supervisor - English  
Mrs. Florie M. Regencia, Education Program Supervisor - Filipino  
Dr. Ma. Shiela S. Saet, Education Program Supervisor - Science  
Dr. Nestor T. Rualo, Education Program Supervisor - TLE/EPP  
Mrs. Anabelle M. Marmol, Education Program Supervisor - MAPEH  
Dr. Jennifer E. Monte, Education Program Supervisor - GMRC/VE/ADM  
Mr. Freddie M. Malabayabas, Education Program Supervisor - Mathematics/DTC  
Dr. Corazon A. Borja, Education Program Supervisor - Araling Panlipunan  
Mr. Romualdo O. Magculang, Education Program Supervisor - Kindergarten, Multigrade & SNED  
Dr. Mariam B. Rivamonte, Education Program Supervisor - LRMS

Mr. John Dhelter P. Pastrana, Accountant III  
Mrs. Arlene M. Marasigan, AO V-Budget  
Mrs. May Bernadeth O. Dela Rosa, AO V-Administrative  
Atty. Ayzel Lea R. Palmero, Legal Officer I  
Dr. Jimmy M. Romasanta, NAPSSHI-President  
Dr. Kathryn S. Asuncion, PESPA President  
Mr. Ronnel R. Real, MPSTEA-President

d. Secretariat:

Mrs. Bernadith R. Lacerna, Senior Education Program Specialist -P&R  
Dr. Fretzie P. Alcantara, Senior Education Program Specialist - SMM&E  
Mr. Kyle David V. Atienza, Senior Education Program Specialist – HRD  
Dr. Melanie M. Mendoza, Senior Education Program Specialist – SM&N  
Mrs. Marisol O. Luarca, Planning Officer III  
Mrs. Glaiza R. Palatino, Education Program Specialist II-HRD  
Engr. David M. Zoleta Jr., Information Technology Officer I

e. Consultant:

Dr. Lynn G. Mendoza  
OIC, Schools Division Superintendent

3. The TWG is tasked to:

- a. facilitate workshops and consultations for the DEDP;
- b. consolidate data and inputs from schools and stakeholders; and
- c. draft and finalize the Division Education Development Plan for submission and approval.

4. The TWG shall have the following Terms of References (TOR):

- a. Chairperson
  - Provides overall leadership and direction in the formulation of the DEDP.
  - Presides over TWG meetings, workshops, and consultations.
  - Ensures alignment of the DEDP with DepEd Order No. 24, s. 2022 (BEDP 2030).
  - Approves and endorses TWG outputs for submission to the Schools Division Superintendent.
- b. Vice-Chairpersons
  - Assists the Chairperson in managing TWG activities.
  - Oversees technical processes and ensures timely completion of tasks.
  - Coordinates with members to ensure effective participation and contribution.
  - Acts as Chairperson in the latter's absence.
- c. Members
  - Facilitate workshops, consultations, and stakeholder engagements.
  - Gather, analyze, and consolidate data from schools and stakeholders.
  - Draft specific sections of the DEDP based on assigned thematic areas.
  - Provide technical expertise and recommendations to strengthen the plan.
  - Review and validate consolidated outputs before finalization.

- d. Secretariat
  - o Provides administrative and logistical support to the TWG.
  - o Prepares notices, agenda, and minutes of meetings.
  - o Maintains records of TWG activities, communications, and outputs.
  - o Assists in the preparation, formatting, and packaging of the DEDP document.
  - o Ensures timely dissemination of information to all concerned.
- e. Consultant
  - o Provides overall guidance and policy direction.
  - o Ensures that the DEDP is aligned with national priorities and standards.
  - o Validates and endorses the final DEDP for submission to the Regional Office.

5. Immediate dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.

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**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encl: As stated

References:

DepEd Order No. 24, s. 2022, DepEd Memorandum No. 001, s. 2025

To be included in the Division Perpetual Index  
under the following subjects:

COMMITTEES

ORGANIZATIONS

PERFORMANCE

SGOD – P&R – BRL/TWG-DEDP/JAN.22,2026