



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

Division of Education  
 Division of Marinduque  
**RECORDS SECTION  
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**Office of the Schools Division Superintendent**

April 30, 2025

**DIVISION MEMORANDUM**

No. 053, s. 2025

**RECONSTITUTION OF THE DIVISION PLANNING TEAM (DPT)**

TO : Assistant School Division Superintendent  
 Chief Education Supervisors  
 Public Schools District Supervisors  
 Public and Private Elementary and Secondary School Heads  
 ALS Community Learning Centers  
 All Others Concerned

1. In reference to **DepEd Order No. 24, s. 2022** titled "*Guidelines on the Preparation and Updating of the Basic Education Development Plan (BEDP) and Other Strategic Plans*" and to ensure that the Schools Division Office's strategic initiatives are aligned with the Basic Education Development Plan (BEDP) 2030 and the Department's emerging priorities, this Office hereby directs the **reconstitution of the Division Planning Team (DPT)**.

2. The reconstituted Division Planning Team (DPT) shall be responsible for leading the preparation, consolidation, and review of various division plans and reports, including but not limited to the Division Education Development Plan (DEDP), Annual Implementation Plans (AIP), Basic Education Learning Continuity Plan (BE-LCP), and other related strategic and operational planning activities. These shall serve as the Division's roadmap in achieving its strategic goals, to wit:

**DIVISION PLANNING TEAM**

<b>Chairperson</b>	<b>Dr. Lynn G. Mendoza</b> OIC, Schools Division Superintendent
<b>Vice Chairperson</b>	<b>Dr. Mabel F. Musa</b> Assistant Schools Division Superintendent
<b>School Governance and Operations Division (SGOD)</b>	
<b>Members</b>	<b>Mrs. Maita M. Lazares</b> Education Program Supervisor, SGOD
	<b>Dr. Fretzie P. Alcantara</b> Senior Education Program Specialist, SMM&E
	<b>Dr. Melanie M. Mendoza</b> Senior Education Program Specialist, SM&N



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	<b>Kyle David V. Atienza</b> Senior Education Program Specialist, HRD
	<b>Engr. Arnold M. Moreno</b> Engineer III
	<b>Dr. Rica Mai O. Larga</b> Medical Officer
	<b>Mr. Edgar H. Loto</b> Project Development Officer II
	<b>Ms. Josefina T. Brual</b> Project Development Officer I
<b>Curriculum Implementation Division (CID)</b>	
<b>Members</b>	<b>Mr. John M. Chavez</b> Chief Education Supervisor
	<b>Mrs. Jelly L. Sore</b> Education Program Supervisor, English
	<b>Mrs. Florie M. Regencia</b> Education Program Supervisor, Filipino
	<b>Dr. Ma. Shiela S. Saet</b> Education Program Supervisor, Science
	<b>Mr. Rolito M. Dela Cruz</b> Education Program Supervisor, TLE & ALS
	<b>Dr. Nestor T. Rualo</b> Education Program Supervisor, AP
	<b>Dr. Jennifer O. Monte</b> Education Program Supervisor, EsP & ADM
	<b>Mr. Freddie M. Malabayas</b> Education Program Supervisor, Math
	<b>Mr. Romualdo O. Magculang</b> Education Program Supervisor, Multigrade, SNED and Kindergarten
	<b>Dr. Mariam B. Rivamonte</b> Education Program Supervisor, LRMS
<b>Mrs. Maridel G. Lincallo</b> Public Schools District Supervisor	

	<b>Mrs. Aurea L. Mazo</b> Public Schools District Supervisor
<b>Office of the Schools Division Superintendent</b>	
<b>Members</b>	<b>Atty. Ayzel Lea R. Palmero</b> Attorney III
	<b>Mr. John Dhelter P. Pastrana</b> Accountant III
	<b>Mrs. Arlene M. Marasigan</b> Administrative Officer V, Budget Officer
	<b>Engr. David M. Zoleta Jr.</b> Information Technology Officer I
	<b>Mrs. May Bernadeth O. Dela Rosa</b> Administrative Officer V
<b>Public Elementary and Secondary Schools</b>	
<b>Members</b>	<b>Mr. Democrito M. Nazareno</b> Principal IV, NAPSSHI President
	<b>Dr. Kathryn S. Asuncion</b> Principal III, PESPA President
<b>Technical Secretariat</b>	
<b>Lead</b>	<b>Mrs. Bernadith R. Lacerna</b> Senior Education Program Specialist, P&R
<b>Assistant Lead</b>	<b>Mrs. Marisol O. Luarca</b> Planning Officer III
<b>Members</b>	<b>Mrs. Jinky L. Meron</b> Administrative Officer IV, Records Officer
	<b>Mrs. Glaiza T. Palatino</b> Project Development Officer I
	<b>Mr. Jefrelle F. De Silva</b> Administrative Aide VI

3. The DPT shall have the following functions and responsibilities:
- a. Convene DPT and the secretariat to initiate the planning process;
  - b. Identify required data and lead data collection efforts;
  - c. Conduct situational analysis using collected data;
  - d. Draft the strategic plan based on analysis and priorities;
  - e. Conduct stakeholder consultations for vetting;
  - f. Revise the draft plan based on feedback received; and
  - g. Finalize and formally disseminate the approved plan

4. Each of the members of the secretariat shall be responsible for the following tasks:

- a. Organize at least 3-year historical data for each performance indicator;
- b. Analyze the trends and status of key performance indicators (KPIs);
- c. Identify focus areas by grouping indicators into high and low performance categories;
- d. Determine the factors affecting the performance particularly in relation to curriculum support systems such as teaching personnel, learning environment, assessment, instructional supervision, and school-based management, and stakeholder engagement;
- e. Review of previous programs and initiatives on access, equity, quality and resiliency and governance, and asses their impact on performance levels; and determine which contribute to the high and low performance;
- f. Prepare six-year performance projections on the KPIs; and
- g. Consolidate and package the report for use in the strategic planning process.

5. Moreover, the DPT shall:

- a. Develop the Division Education Development Plan (DEDP), Annual Implementation Plans (AIP), Basic Education Learning Continuity Plan (BE-LCP), and other related strategic and operational planning activities, programs and standards consistent with the national education policies, plans and standards;
- b. Take responsibility of providing the division, districts and learning centers with economical, efficient and effective services relating to strategic and operational planning, program projects and activities implementation and monitoring and evaluation;
- c. Adopt internal rules, procedures and strategies in carrying out the above responsibilities including schedule of meetings and deliberations and delegation of authority to representatives in case of absence of DPT members;
- d. Provide orientation seminars and technical assistance to schools and ensure their understanding on the Division and School Strategic Plans (DEDP/SIP) and conduct regular progress monitoring to address gaps and gains during implementation (DO 44 s. 2015);
- e. Manage the implementation of Program Management Information System and ensure that all activities/processes are being done in accordance to existing rules and regulations (DO 11,2021); and
- f. Conduct annual and mid-term implementation review of the strategic and operational plans.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.



**LYNN G. MENDOZA, EdD**

OIC, Schools Division Superintendent

Encl: As stated

References:

DepEd Order (Nos. 24, s. 2022; 44, s. 2015; 049 and 11, s. 2021)

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

BASIC EDUCATION  
PROJECTS

MONITORING AND EVALUATION  
PROGRAMS

POLICY  
SCHOOLS

SGOD - P&R - BRL



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