



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

November 17, 2025


DIVISION MEMORANDUM

No. 568 s, 2025

To: Assistants Schools Division Superintendents
 Public Schools District Supervisors
 Team Leader Administrative Officer II
 All other Concerned

CY 2025 Performance Review on Property and Supply Management and Setting of Goals for 2026

1. Performance review serves as a vital mechanism for evaluating accomplishments, addressing challenges, and identifying areas for improvement. It provides an avenue to reflect on the year's implementation, recognize best practices, and align future with organizational goals and priorities. In this regard, the Schools Division Office of Bulacan, through its Property and Supply Unit, will conduct the **"CY 2025 Performance Review on Property and Supply Management and Setting of Goals for 2026"** on December 11, 2025, at Plaridel District Hall, Plaridel Central School, Plaridel District.
2. This activity will be focusing on the following objectives:
 - To drive individual and organizational growth by evaluating past performance and aligning future goals.
 - Establish specific, measurable, achievable, relevant, and time-bound (SMART) goals for the upcoming year.
3. District Team Leaders are required to submit a 5-minute video that showcases the best practices and accomplishments in Property Custodianship of their respective district. The video must be uploaded through this link: <https://tinyurl.com/PropertyACR> on or before December 5, 2025.
4. Attached herewith is Enclosure no 1. List of Participants and Program Matrix.
5. This Memorandum serves as the Authority to Travel for the participants. Travel expenses may be charged to the school MOOE. **Attendance is strictly required and proxies will not be allowed.** Other expenses incurred during the activity shall be charged against the Division MOOE.
6. It is desired that this matter be widely disseminated.


CECILIA E. VALDERAMA, PhD, CESO VI
 Assistant Schools Division Superintendent &
 Officer-in-Charge
 Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum no. 568 s, 2025

LIST OF PARTICIPANTS

No.	DISTRICT	NAME	DESIGNATION
1	Bulakan District	Ennelyn C. Aquino	Administrative Officer II
2	Calumpit North District	Leona Rita B. Cruz	Administrative Officer II
3	Calumpit South District	Ma. Rita S. Bufa	Administrative Officer II
4	Hagonoy East District	Christian Alexander T. Solis	Administrative Officer II
5	Hagonoy West District	Gimelle M. Santos	Administrative Officer II
6	Paombong District	Regine C. Tan	Administrative Officer II
7	Pulilan District	Aurea P. Comendador	Administrative Officer II
8	Bustos District	Reisse M. San Andres	Administrative Officer II
9	Plaridel District	Roniel L. Bernardo	Administrative Officer II
10	DRT District	Lailanie C. Pascual	Administrative Officer II
11	San Ildefonso North District	Liezel V. Wakefield	Administrative Officer II
12	San Ildefonso South District	Marilyn F. Leuterio	Administrative Officer II
13	San Miguel Central District	Cherry Queen Pascual	Administrative Officer II
14	San Miguel North District	Cedric A. Reyes	Administrative Officer II
15	San Miguel South District	Micahela Joy G. Dela Cruz	Administrative Officer II
16	San Rafael East District	Rachelle Ann M. Taguiam	Administrative Officer II
17	San Rafael West District	Danica N. Rodriguez	Administrative Officer II
18	Marilao North District	Sheryll T. Briones	Administrative Officer II
19	Marilao South District	Issa Marie T. Cabarle	Administrative Officer II
20	Obando District	Genevieve A. Aguilar	Administrative Officer II
21	Balagtas District	Jillien Santiago	Administrative Officer II
22	Bocaue District	Rhodora T. Tiburcio	Administrative Officer II
23	Guiguinto District	Maricel B. Cruz	Administrative Officer II
24	Pandi North District	Devy Coronel	Administrative Officer II
25	Pandi South District	Aura A. Espinas	Administrative Officer II
26	Angat District	Xernan G. Bartolome	Administrative Officer II
27	Norzagaray East District	Beverluz D. Dizon	Administrative Officer II
28	Norzagaray West District	Leilani C. Bernabe	Administrative Officer II
29	Sta. Maria Central District	Lyn Ching C. Pascual	Administrative Officer II
30	Sta. Maria East District	Romeo Y. Daquiz Jr	Administrative Officer II
31	Sta. Maria West District	Rikka Deannise DT. Torres	Administrative Officer II
32	OSDS- Property and Supply	Raquel I. Climaco	Administrative Officer IV
33	OSDS- Property and Supply	Shairo R. Centeno	Administrative Assistant III
34	OSDS- Property and Supply	Rhialyn O. Del Rosario	Administrative Aide VI
35	OSDS- Property and Supply	Dondee R. Torres	Administrative Staff
36	OSDS- Property and Supply	Dan Harvey D. Castro	Administrative Officer II



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PROGRAM MATRIX

Time	Activity	Resource Person
7:30 am to 8:00 am	Registration	Participants
8:01 am to 9:00 am	Opening Activities	Program Management team
	Welcome Remarks	MARIA CELINA L. VEGA, CESO VI Assistant Schools Division Superintendent JAIME T. TUGADE, PhD, CESE, RGC OIC – Asst. Schools Division Superintendent
	Inspirational Message	CECILIA E. VALDERAMA, PhD, CESO VI Assistant Schools Division Superintendent Officer-in-Charge Office of the Schools Division Superintendent
	Statement of Purpose	VICTORIA O. MADRIGAL Administrative Officer V
9:01 am to 12:00 nn	Presentation of 2025 Accomplishment School level	District Team Leader (Administrative Officer II)
12:01 pm to 1:00 pm	LUNCH	
1:01 pm to 5:00 pm	Presentation of 2025 Accomplishment SDO Proper 2026 Strategic Planning	DAN HARVEY D. CASTRO Administrative Officer II RAQUEL I. CLIMACO Administrative Officer IV