



Republic of the Philippines  
**Department of Education**  
Region VIII  
**SCHOOLS DIVISION OF TACLOBAN CITY**

7 November 2025


**DIVISION MEMORANDUM**

No. 909, s. 2025

**SCHEDULE OF ACTIVITIES RELATIVE TO THE 2025 DIVISION OPCRf PREPARATIONS  
OF MEANS OF VERIFICATION (MOV)s/ EVIDENCE REQUIEREMENTS (ERs), STATUS  
CHECKING OF COMPLIANCE & CONDUCT OF FINAL MOCK VALIDATION**

To: ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CONCURRENT OIC-ASDS & CID CHIEF  
CHIEF, SCHOOL GOVERNANCE & OPERATIONS DIVISION  
DIVISION UNIT AND SECTION HEADS  
PROGRAM FOCAL & COORDINATORS  
All Others Concerned

1. This Office announces the Schedule of Activities relative to the 2025 Division OPCRf Preparations of MOVs/ERs, Status Checking of Compliance & Conduct of Final Mock Validation to wit:

Date	Activity	Responsible Person/Office
November 17- December 12, 2025	Preparations of the needed MOVs/ERs as per the 2025 Division OPCRfs version 2(calibrated)	All Concerned Unit/Section Heads, Program Focal & Coordinators from the offices of the 3 functional divisions (OSDS, CID, SGOD)  Venue: Respective Offices
December 15-19, 2025	Status Checking & percentage of compliance as evaluated by the respective section & unit heads and shall be certified by division chiefs (CID & SGOD) AO V-GASU (OSDS)	Mark Chester Anthony G. Tamayo-CID  Dr. Melani D. Escobarte-SGOD  Francisco A. Anchojas-OSDS  Venue: During the 2025 Agency Performance Management Activity slated on December 17-19, 2025
January 6-7, 2026  January 6 (Day 1)	Conduct of Mock Validation  By Functional Division OSDS	 <b>RELEASED</b> Date: _____ Time: _____ Signature: _____ Chairperson: Francisco A. Anchojas, AO V-GASU Head



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		<p>Members: Naisy M. Brosas Rodel R. Naval Maria Nessa L. Homeres</p> <p>Feedback Encoder: Jim P. Lodevico</p> <p>Venue: SDO Conference Room</p>
	CID	<p>Chairperson: Mark Chester Anthony G. Tamayo</p> <p>Members: Dr. Julieta L. Lim Dr. Gretel Laura M. Cadiong Dr. Ronald B. Llaneta Melinda P. Severino</p> <p>Feedback Encoder: Crisologo C. Agujero</p> <p>Venue: Library Hub</p>
	SGOD	<p>Chairperson: Dr. Melani D. Escobarte</p> <p>Members: Dr. Delilah M. Delos Santos Dr. Jade B. Calleja Dr. Meriam M. Gualdrapa</p> <p>Feedback Encoder: Edgar Y. Homerez</p> <p>Venue: SGOD Chief's Office</p>
January 7 (Day 2)	SDO-Wide Final Mock Validation	<p>Chairperson: ASDS Dr. Henrietta T. Managbanag, DPMT</p> <p>Members: Atty. Ma. Bernadette T. Inciso, DPMT Dr. Gretel Laura M. Cadiong, DPMT Roger D. Dagale, DPMT Angelo V. Alcaraz, DPMT Rodel R. Naval, DPMT</p>



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		Documenter: Dr. Manolito C. Bolpa  Venue: SDO Conference Room
January 9, 2026	Unified Coding, Labelling & Packaging of MOVs/ERs ready for the Regional PMT OPCR Validation	Chairperson: Roger D. Dagale Co- Chairperson: Angelo V. Alcaraz  Members: Genesis Alejandro R. Colete Jenneth S. Lagunzad Grace C. Zanoria Sonia N. Cabalona  Venue: TBA (to be arranged)

2. Procedure, mechanism & validation tool of the internal and division-wide mock validation can be accessed through the materials provided by the office of SEPS SMME (Roger D. Dagale) as per DM 292, s. 2025.
3. Expenses incurred in the conduct of this activity shall be charged to Division MOOE under the 2025 OSDS-GASS Funds, subject to usual budgetary, procurement, accounting and auditing rules and regulations.
4. For relevant queries and concerns you may connect with ANGELO V. ALCARAZ, Planning Officer III, with this contact number 09684567073 or visit the SGOD Office 2<sup>nd</sup> Floor SDO Building, Real Street, Tacloban City.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.

*Caplan*  
**SHERLITA A. PALMA EdD, CESO VI**  
Assistant Schools Division Superintendent  
Office -In-Charge

*[Signature]*  
Office of the Schools Division Superintendent

Enclosures: NONE  
Reference: NONE  
To be indicated in the Perpetual Index under the following subjects:

SCHEDULE

2025 DIVISION OPCR

MOVs/ERs PREPARATIONS

STRATEGIC PLANNING

AVA/PLCH  
Nov. 7, 2025