



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



HRDD-RM-2025-579

Regional Memorandum
No.579 s.2025

30 July 2025

**PARTICIPANTS IN THE TRAINING-WORKSHOP
ON SYNCHRONIZED GAD PLANNING AND
BUDGETING CUM PREPARATION OF
GAD ACCOMPLISHMENT REPORT**

To **Regional GAD Focal Point System
Schools Division Superintendents**

1. Relative to the conduct of Training-Workshop on Synchronized GAD Planning and Budgeting cum Preparation of GAD Accomplishment Report on **August 6-8, 2025**, the venue is Soleste Suites, Blue Ridge, 193 Katipunan Avenue, Quezon City.
2. The participants in this activity are the Regional Office GFPS members and the Schools Division Office Focal Persons and their Planning or Budget Officers. Please refer to the attached enclosures for the List of Participants and Matrix of Activities.
3. This Office requests the participants to bring the following items: extension cords, laptops, and water tumblers and prepared pre-work activity output.
4. Food and accommodation of all participants, honorarium for the invited speaker—shall be charged against the Regional Funds/GAD Funds. While travel and other expenses of the participants relative to their participation in the said activity shall be charged against local funds/GAD funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is earnestly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

06/ROH3-H1



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Certificate No. PHP QMS
22 93 0085

Enclosure 1

Training-Workshop on Synchronized GAD Planning and Budgeting cum
Preparation of GAD Accomplishment Report
August 6-8, 2025/Soleste Suites, Quezon City

List of Confirmed Participants

No	Name	Sex	Position Title	RO/SDO
1.	Arlene L. Tayona	F	HRDS-SEPS	Antipolo City
2.	Ragaam V. Dela Cruz	M	AO-V (Budget Officer III)	Antipolo City
3.	Janet G. Villaroya	F	SGOD- EPS	Bacoor City
4.	Jeshan M. Rollan	F	AO-V (Budget Officer III)	Bacoor City
5.	Rizza E. Baul	F	IIRDS- EPS II	Batangas City
6.	Madonna Eborra	F	AO V- (Budget Officer III)	Batangas City
7.	Marian L. Arias	F	SGOD- EPS	Batangas Province
8.	Layne D. Ortega	F	AO-V (Budget Officer III)	Batangas Province
9.	Mary Joy L. Cabiles	F	HRD- SEPS	Biñan City
10.	Darwin S. Malapaya	M	AO-V (Budget Officer III)	Biñan City
11.	Tomas Bueno Dorado	M	HRDS-SEPS	Cabuyao City
12.	Nida E. Elago	F	AO-V (Budget Officer III)	Cabuyao City
13.	Annabelle B. Morales	F	ADAS III	Cabuyao City
14.	Cerilina A. Manalo	F	Principal III	Calaca City
15.	Emer C. De Leon	M	OIC- Planning Officer	Calaca City
16.	Kevin A. Domingo	M	HRDS-SEPS	Calamba City
17.	Minna Rosa A. Baylon	F	AO-V (Budget Officer III)	Calamba City
18.	Jenica N. De Leon	F	HRDS- EPS II	Cavite City
19.	Christian Louise DG. Primero	M	Administrative Aide Vi	Cavite City
20.	Ronalyn P. Salazar	F	HRDS-SEPS	Cavite Province
21.	John Mark A. Soliga	M	Registrar I	Cavite Province
22.	Camille R. Ortila	F	HRDS- EPS II	Cavite Province
23.	Myrna C. Reformado	F	AO-V (Budget Officer III)	Dasmariñas City
24.	Allain B. Alvarez	F	SGOD- EPS	Dasmariñas City
25.	Karen G. Enriquez	F	ADAS I	General Trias City
26.	Jolina P. Mernado	F	HRDS- EPS II	General Trias City
27.	Naamah C. Mambalos	F	Planning Officer III	Imus City
28.	Jona B. Ramos	F	AO-V (Budget Officer III)	Imus City
29.	Nazareth V. Advento	M	SGOD- EPS	Laguna Province
30.	Roland D. Diaz	M	SGOD- EPS	Lipa City
31.	Rosalina A. Briones	F	AO-V (Budget Officer III)	Lipa City
32.	Maria Katherine A. Panganiban	F	AO-V (Budget Officer III)	Lucena City
33.	Karina R. Bautista	F	SGOD- EPS	Lucena City
34.	Marck Andro E. Bernabe	M	Planning Officer III	Lucena City
35.	Raul R. Agaran	M	SGOD- EPS	Quezon Province
36.	Sophie SA. Francisco	F	AO-V (Budget Officer III)	Rizal Province
37.	Mary Grace H. Laserna	F	CID- EPS	Rizal Province

38.	Victoria P. Gabiano	F	HRDS-SEPS	San Pablo City
39.	Mary Jane D. Tolentino	F	ADAS III	San Pablo City
40.	Carolina B. Alcantara	F	AO-V (Budget Officer III)	San Pedro City
41.	Vivian L. Petrasanta	F	SGOD- EPS	San Pedro City
42.	Jeanne Elaine T. .Sangalang	F	HRDS-SEPS	Sta. Rosa City
43.	Noel S. Malaborbor	M	AO-V (Budget Officer III)	Sta. Rosa City
44.	Ma Jobelle M. Malijan	F	AO-V (Budget Officer III)	Sto. Tomas City
45.	Florentino A. Lara	M	SGOD- EPS	Sto. Tomas City
46.	Noel L. Tarrayo	M	ADAS III- Budget Unit	Tanauan City
47.	Benjamin A. Millares	M	AO-V (Budget Officer III)	Tayabas City
48.	La Trisha R. Dalit	F	HRDS-EPS II	Tayabas City
49.	Marites L. Gloria	F	Chief Admin Officer	RO- Finance Division
50.	Laarni A. Evaristo	F	AO-V (Budget Officer III)	RO- Finance Division
51.	Nadina G. Gatton	F	EPS – GAD Coordinator	RO- HRDD
52.	Meliza G. Liporada	F	ADAS III – PMT/Secretariat	OARD
53.	Colleen Marhey R. Lacuesta	F	EPS II – PMT/Secretariat	RO- HRDD
54.	Angelo D. Dollente	M	TA- PMT/Secretariat	RO- HRDD
55.	RP			
56.	Nurse		PMT	Antipolo City
57.	Nurse		PMT	Antipolo City
58.	QAME		PMT	RO- QAD

Enclosure 2

Training-Workshop on Synchronized GAD Planning and Budgeting cum
Preparation of GAD Accomplishment Report
August 6-8, 2025/Soleste Suites, Quezon City

Activity Matrix

Day 1/August 6, 2025		
Time	Topic and Activity	In-charge
7:00 a.m. – 8:30 a.m.	Arrival, Registration and Breakfast	Participants, GFPS Secretariat
8:30 a.m. – 9:00 a.m.	Preliminaries	GFPS Secretariat
9:00 a.m.-10:00 a.m.	<u>Session 1:</u> Review of GPB Mandate and Process Presentation of Consolidated 2026	Resource Person (RP)
10:00 p.m.- 10:15 a.m.	Health break	
10:15 a.m. – 11:30 a.m.	Continuation of Session 1	RP and Participants
11:30 a.m. - 12:00 noon		
12:00 noon- 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:00 p.m.	<u>Session 2:</u> Discussion of GAD Plan (columns 1-6)	RP
3:00 p.m.- 3:15 p.m.	Health break	
3:15 p.m. – 4:15 p.m.	<u>Workshop1:</u> GAD Planning	RP and Participants
4:15 p.m. – 5:00 p.m.		
Day 2/August 7, 2025		
8:00 a.m. -8:30 a.m.	Management of Learning	GFPS Secretariat
8:30 a.m. -10:00 a.m.	Presentation and Discussion of Workshop 1 Output	RP and Participants
10:00 a.m.- 10:15 a.m.	Health break	
10:15 a.m.- 11:30 noon		RP and Participants

11:30 a.m. – 12:00 noon	Continuation of Presentation of Output and Discusion	
12:00 noon- 1:00 p.m.	Lunch Break	
1:00 p.m.- 3:00 p.m.	<u>Workshop 2:</u> Budgeting Presentation	RP and Participants
3:00 p.m.- 3:15 p.m.	Health break	
3:15 p.m. – 5:00 p.m.	Presentation and Discussion of Workshop 2 Output	RP and Participants
Day 3/August 8, 2025		
8:00 a.m. -8:30 a.m.	Management of Learning	GFPS Secretariat
8:30 a.m. -10:00 a.m.	Discussion of consolidated Regional GPB	RP and Participants
10:00 a.m.- 10:15 a.m.	Health break	
10:15 a.m. – 12:00 p.m.	Continuation	RP and Participants
12:00 noon- 1:00 p.m.	Lunch Break	
1:00 p.m. – 2:00 p.m.	Agreement and Resolutions	Resource Person
2:00 p.m. – 3:00 p.m.	Closing Program	GFPS Secretariat