



Republic of the Philippines
Department of Education
CARAGA REGION

MARCH 31, 2026

REGIONAL MEMORANDUM
PPRD – 2026 –0301

To: Schools Division Superintendent) Division of Butuan City
Regional Office Functional Division Chiefs
All Others Concerned

FINALIZATION OF DEPED CARAGA 2025 MILESTONE

1. In line with DepEd Caraga's continuing commitment to transparency, accountability, and evidence-based reporting, the Regional Office will conduct the Finalization of the DepEd Caraga 2025 Milestones Report on **April 6-8 & 13-14, 2026**, at the DepEd Caraga Regional Office, Butuan City.

1. This activity specifically seeks to:
 - a. revisit and validate the content, including data, information, analysis, interpretation;
 - b. review the layout, formatting, and presentation for clarity, accessibility, and alignment with DepEd standards; and
 - c. ensures the 2025 edition reflects updated data, comprehensive analysis, and a clear presentation of regional achievements.
2. Enclosures:
 - a. List of Participants
 - b. Terms of Reference of the DepEd Caraga 2025 Milestones Technical Working Groups
3. Meals and snacks will be provided for onsite participants.
4. For information and guidance.

Digitally
signed by
Asuncion
Maria Ines
Casona
Date:
2026.03.31
08:54:03
0800
MARIA INES C. ASUNCION
Director IV
Regional Director

PPRD/vcn
03/25/2026

Enclosure No. 1 to Regional Memorandum _____, s. 2026

LIST OF PARTICIPANTS
Finalization of DepEd Caraga 2025 Milestone

No.	Name	Position	Division
1	Violeta C. Nunez	Chief, ES	PPRD
2	Caroline Guerta-Dultra	EPS	PPRD
3	Dandee Jonathan Monton	RPO	PPRD
4	Winston Eben	Education Specialist II	PPRD
5	Glenn Aspe	ADAS V	PPRD
6	Empha Grace Perez	Statistician	PPRD
7	Barbie Ann Padas	ADAS I	PPRD
8	Marlyn Villareal	Chief, ES	QAD
9	Emmanuel Saga	EPS	QAD
10	Jonathan Garzon	EPS	FTAD
11	Marcelino Ahon	AO V	ICTU
12	Pedro Tecson	AO V	PAU
13	KC M. Reyna	Master Teacher II	Butuan City
14	Xe Mc Kevin B. España	Master Teacher 1	Butuan City
15	Rowena Egay	Division Planning Officer	Butuan City
16	Select RO personnel/layout artists		RO

DepEd Caraga 2025 Milestone Technical Working Groups

Committee	RO	Office	Terms of Reference
Data Provider/ Encoder/ Gatherers	Violeta Nunez Caroline Guerta-Dultra Dandee Jonathan Monton Glenn Aspe Winston Eben Empha Grace Perez Barbie Ann Padas All RO Functional Division Offices	PPRD All RO FDs	Encode validated quantitative and qualitative data into prescribed templates, spreadsheets, or databases. Ensure accuracy, completeness, and consistency of all encoded information. Provide organized datasets to support writers and analysts in narrative development and interpretation. Maintain version control of files and submit updates promptly. Safeguard the confidentiality of sensitive information during encoding and storage. Conduct a thorough review of datasets prior to submission for analysis and integration to guarantee accuracy, transparency, accountability, and readiness for dissemination.
Writers	Caroline Guerta Empha Grace Perez Barbie Ann Padas Pedro Tecson All RO Functional Division Offices Rowena Egay	PPRD PAU All RO FDs Butuan City Division	Draft and refine narrative sections with clarity, coherence, and alignment to DepEd standards. Integrate validated data and analysis into accessible, reader-friendly text. Ensure consistency of terminology, formatting, and style across the report.

			Collaborate with layout artists to harmonize content and presentation. Record revisions, comments, and recommendations during finalization sessions. Conduct a thorough review of narratives prior to submission for editing and layout to guarantee accuracy, transparency, accountability, and readiness for dissemination.
Editors	Violeta Nunez Pedro Tecson All RO Functional Division Offices Rowena Egay Xe Mc Kevin B. España KC M. Rena	PPRD PAU All RO FDs Butuan City Division	Refine narrative content drafted by writers to ensure clarity, coherence, and consistency. Check grammar, spelling, punctuation, and formatting across all sections. Enforce adherence to DepEd editorial standards on tone, terminology, and style. Harmonize data, tables, charts, and visuals with the narrative for readability. Incorporate quality assurance feedback in collaboration with QAD personnel. Coordinate with layout artists to align edited content with final design. Maintain version control of drafts and submit updates promptly. Conduct a thorough review of the edited draft prior to submission for layout and printing to guarantee accuracy, transparency, accountability, and readiness for dissemination.

Layout Artists	Winston Eben Empha Grace Perez Barbie Ann Padas Jonathan Garzon Marcelino Ahon Pedro Tecson Rowena Egay Clark Roland Magat Kirk Patrick Alingasa	PPRD FTAD ICTU PAU Butuan City Division	Design and finalize the report layout for professional, reader-friendly presentation. Apply DepEd branding standards (logos, fonts, colors, formatting) consistently. Harmonize text, tables, charts, and images for clarity and accessibility. Collaborate with writers to integrate narrative and visual elements seamlessly. Incorporate feedback from the TWG, especially QAD, on readability and presentation. Ensure suitability of the final layout for both digital dissemination and print reproduction. Maintain version control of drafts and submit updates promptly. Conduct a thorough review of the finalized layout prior to printing to guarantee accuracy, transparency, accountability, and readiness for dissemination.
Quality Reviewers/Content Validators	Marlyne Villareal Emmanuel Saga	QAD	Validate data interpretation and ensure conclusions are evidence-based and aligned with performance indicators. Verify adherence to DepEd protocols, benchmarks, and quality assurance principles. Provide technical feedback to writers, editors, and layout artists to strengthen clarity, coherence, and consistency.

			Coordinate with divisions to integrate inputs seamlessly and reflect a unified regional perspective. Conduct a thorough review of the final draft prior to printing to guarantee accuracy, transparency, accountability, and readiness for dissemination.
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