



Republic of the Philippines
Department of Education
CARAGA REGION

JANUARY 12, 2026

REGIONAL MEMORANDUM
No. 0016 , s. 2025

To: Schools Division Superintendent
All Others Concerned

PRESENTATION OF INDIVIDUAL PERFORMANCE COMMITMENT REVIEW FORM
(IPCRF), CY 2025

1. The Regional Office, through the Education Support Services Division (ESSD), shall conduct the presentation and performance review of all Contract of Service (COS) personnel for their CY 2025 accomplishments. Each COS shall present their physical accomplishments for five to seven minutes using the standard template. The activity shall be held at the **Gold Hall, R-NEAP**, on **January 19, 2026**, from **8:00 a.m. to 5:00 p.m.**
2. This activity aims to ensure accountability, efficiency, and professional growth in administrative and support services. It also serves as the formal performance evaluation of COS and Job Order (JO) personnel, assessing their efficiency, effectiveness, and reliability in office operations.
3. Participant Details:

RO and SDOs	Name of COS	Chiefs/Unit Heads
ESSD	Charlestone A. Otaza	Edmund D. Mendoza Jumer C. Carlon MD
ESSD	Leah Ellen V. Yaoyao	
ESSD	Al Jhon Fritz M. Otadoy	
ESSD	Christian Jay A. Pulido	Megnon P. Beldad
ESSD	Shiela Abenido	Adrilene Mae J. Castaños Giro Paolo Misael V. Almendrajejo
ESSD	Jairha Anne T. Sususco	Adrilene Mae J. Castaños
ESSD	Richard Y. Buque	Sherwin P. Viajar
ESSD	Mariel S. Sosmeña	
ESSD	Patrick N. Manuel	
ESSD	Roy Ritzi A. Cervantes	
ESSD	Arch. Jhonfort D. Lumancas	
ESSD	Cheto L. Galleros	
Legal Unit	Zidd Allan Patrick P. Ranes	Atty Jose B. Guibone
CLMD	Glaiza Mae A. Avila	Bernabe L. Linog
Agusan del Norte	Virgilio S. Fortun Jr.	Glorina Siclon
Agusan del Sur	Mark Diody Parcon	Orlando F. Gamil
Bayugan City	William Ritcheer O. Casilum	Wilson C. Calvo

Cabadbaran City	Irwin O. Torregosa	Ruby C. Limen
Dinagat Islands	Roldan Zartiga	Renee G. Ebol
Siargao	Dave A. Betitta	Harem L. Taruc
Surigao City	Genefer B. Besario	Elizabeth S. Larase
Surigao del Norte	Vic Albert F. Ladia	Julieta R. Virtudazo
Surigao del Sur	Jhunrey Paluca	Carlos Tian Chow C. Correos
Tandag City	Alvin A. Fernandez	Nilda M. Mendiola
Regional Office	Maria Ines C. Asuncion Regional Director Pedro T. Escobarte Jr. Assistant Regional Director Sheryl R. Puyo Administrative Officer V	

6. Immediate and wide dissemination of this memorandum is highly desired.


 signed by
 Asuncion
 Maria Ines
 Casona
 Date:
 2026.01.09
 14:00:37
 +0800
MARIA INES C. ASUNCION
 Director IV
 Regional Director

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

EVALUATION

MONITORING

PERFORMANCE

ESSD/edm
01/06/2026