



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

March 2, 2026

OFFICE MEMORANDUM
No. **13** s. 2026

**CONDUCT OF IPCRF TARGET SETTING FOR OSDS-ADMINISTRATIVE
SERVICES, FY 2026**

**To: All Non-Teaching Personnel in the
Administrative Services**

1. To ensure alignment of individual performance goals with organizational objectives, all personnel under the Administrative Services Division are hereby directed to attend the live-in Seminar-Workshop for the **Individual Performance Commitment and Review Form (IPCRF) Target Setting Workshop** to be held on March 6-7, 2026 at the Vista Suites, Dao Daus, Bohol.
2. The workshop aims to achieve the following:
 - Align individual performance targets with the strategic goals and mandate of the Administrative Services Division anchored on the OPCR of the Schools Division Superintendent.
 - Formulate SMART (Specific, Measurable, Attainable, Relevant, Time-bound) targets for all staff members based on their functional section plan.
 - Establish clear performance indicators and metrics to objectively measure accomplishments throughout the rating period.
 - Finalize the Target Plan for 2026 of the Administrative Services to ensure compliance with human resource management requirements.
4. Participants in the attached list are requested to bring their respective Individual activity plan and draft targets for review and finalization.
5. Meals, Accommodation and other incidental Expenses incurred shall be charge against the Division Office MOOE Funds, subject to accounting and auditing rules and procedures.
6. Transportation from the SDO to the venue is scheduled at 8:30 AM on March 6, 2026 and return to SDO on March 7, 2026.
7. Immediate dissemination and compliance with this memorandum is desired.


FAY C. LUAREZ, EdD, PhD.T.M., CESO VI
Schools Division Superintendent 

ADMINISTRATIVE SERVICES UNIT

1.	SDS	Luarez, Fay C.
2.		Lagria, Joan P.
3.		Malaran, Evelyn J.
4.		Pahang, Antonio C.
5.		Palban, Allan Rey M.
6.	ASDS	Ompad, Eduardo A.
7.		Olaivar, Niel Michael
8.		Sagrario, Eva D.
9.		Salgados, Miguelita
10.	LEGAL	Fuentes, Jessie
11.		Lamoste, Kenneth T
12.	ADMIN	Albutra, Fermin M.
13.		Bompat, Emelyn
14.		Tambis, Dorothy Joy A.
15.	PERSONNEL	Apale, Judith S.
16.		Araneta, Mary Jane D.
17.		Atup, Julcy Delmae D.
18.		Bag-ao, Celeste H.
19.		Bastes, May D.
20.		Dayon, Peta B.
21.		Buga, Marie Estela
22.		Cimafranca, Maria Theresa S.
23.		Culpa, Isabel A.
24.		Flores, Marita S.
25.		Jongson, Marlon T.
26.		Mejias, Ma. Luisa B.
27.		Pamaong, Jenell
28.		Plaza, Maricel H.
29.		Renegado, Carl Niño R.
30.		Saturinas, Florly C.
31.		Taguisa, Jocelyn M.
32.		Torrejos, Maria Rena M.
33.	RECORDS	Fostanes, Nicanora Gretli S.
34.		Digamon, Ma. Terma E.
35.		Fullante, Jerson G.
36.		Hontucan, Jose Alvin S.
37.		Lagrada, Hengie H.
38.		Lagrada, Joey
39.		Quidlat, Fritzie H.
40.	CASHIER	Cimeni, Victoriano C.
41.		Beniga, Adriano A.
42.		Loquellano, Noemi
43.		Ranico, Ma. Camille Q.

44.		Ungab, Lemuel T.
45.		Vedra, Fred Ryan G
46.	DPSU	Platino, Felipe B.
47.		Anding, Ritchie E.
48.		Aparicio, Arlene A.
49.		Bolasco, Simon Jr. D.
50.		Botero, Ellaine Rose G.
51.		Caballo, Nova L.
52.		Capon, Princess San L.
53.		Diola, Malou B.
54.		Galban, Demetria H.
55.		Jumawid, Josie Q.
56.		Tumampos, Glenda T.
57.	PROPERTY & SUPPLY	Baloria, Lilian M.
58.		Araneta, Mark Anthony M.
59.		Bautista, Jesus
60.		Choudry, Joan O.
61.		Mascariñas, Edwin
62.	PMU	Ancog, Iris Finalyn C.
63.		Diez, Vilma L.
64.		Melencion, Frances A.
65.	GENERAL SERVICES	Caliso, Ananias G.
66.		Palma, Jaime B.
67.		Ungab, Mercedes B.
68.	SECURITY GUARD	Caliso, Ganie O.
69.		Suan, Jonathan F.
70.	Top Management & Facilitator	
71.		
72.		
73.		
74.		
75.		