DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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OFFICE MEMORANDUM
PPRD-2026-403

UPDATED ASSIGNMENT OF THE POLICY, PLANNING AND RESEARCH DIVISION (PPRD) AND THEIR RESPECTIVE ANCILLARY TASKS

To: Assistant Regional Director
Chiefs of Functional Divisions
Heads of Units/Sections

1. In view of the approved Maternity Leave (RA No. 11210/ IRR issued by CSC, DOLE and SSS) of Ms. Stephanie Alyssa T. Montemayor, Planning Officer III (PO III) of the Policy, Planning and Research Division from December 1, 2026 to March 15, 2027, the need to update the assignment of PPRD personnel and their respective ancillary tasks is hereby informed to ensure equal distribution of functions, effective supervision, timely provision of technical assistance, and efficient delivery of services to the other offices.

2. Annent this, the updated assignment of PPRD personnel shall be as follows:

No.	Name of PPRD Personnel	Assignment per JD_RO_PPRD_PO III v2
1.	Leah L. Olua	• Consultation with the Budget Section on the proposed budget of the region • Assist Budget Section in finalizing the proposed budget of the region for budget presentation/hearing and submission to management. • Facilitation of the endorsement of the Budget Proposal by the Regional Development Council (RDC) • Validation of the Budget Execution Document 2 (BED 2) and Quarterly Budget Accountability Report 1 (BAR 1) of PPRD concerns for accuracy and completeness
2.	Gina R. Viduya	• Assist Budget Section in finalizing the proposed budget of the region • Preparation of the quarterly GPPA and PIRPA Reports

		• Computation of the Teaching, Teaching-Related and Non-Teaching Requirements • Computation of Crucial Resources
3.	Joey M. Pimentel	• Administration of the systems utilized in Data Center of the Region and conduct of periodic quality checks including the review and verification of the WFPs in the PMIS (both for RO and SDOs). • Management of the RO Master Calendar 2027

3. Immediate dissemination of this memorandum is desired.

ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

PPRD/CPR/PPRDAssignemnts
November 23, 2026

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