



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

OCT 02 2025

**REGIONAL MEMORANDUM**

No. 447, S. 2025

**DISSEMINATION AND IMPLEMENTATION OF DEPED MEMORANDUM  
NO. 062, S. 2025 ESTABLISHING THE SCHOOLS  
DIVISION OFFICE OF TALISAY CITY**

To: OIC-Assistant Regional Director  
Schools Division Superintendents of SDO Negros Occidental, SDO  
Victorias City and SDO Talisay City  
School Heads in the Districts of Talisay I, II and III  
All Others Concerned

1. Attached is DepEd Memorandum No. 062, S. 2025 titled "Dissemination of Omnibus Implementing Rules and Regulations of the Laws Establishing Schools Division Offices" which is self-explanatory.
2. Pursuant to Rule III, Section 8 thereof, there is a need to prepare a comprehensive Transition Plan to guide the initial operations of the newly established Schools Division Office (SDO) Talisay City.
3. With this, officials and personnel from DepEd Negros Island Region (DepEd NIR) shall meet and coordinate with the City Mayor of Talisay City, Negros Occidental in the morning of October 14, 2025, and with the School Heads of the Public Schools Districts of Talisay I, II and III in the afternoon of the same day.
4. Furthermore, a Workshop on the Transition Plan for the Initial Operations of SDO Talisay City shall be conducted on October 15-16, 2025 at a venue to be announced in a separate Memorandum to provide an opportunity for key officials and personnel to align policies, clarify roles, and craft strategic and operational mechanisms that will ensure a smooth transition of functions, resources, and personnel aligned with DepEd rules and regulations.



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website: <https://depednir.net>



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

---

5. Enclosed are the list of participants for the Workshop from the DepEd NIR and the SDOs of Negros Occidental, Victorias City, and Talisay City and the activity matrix for reference.
6. The participants' board and lodging expenses shall be chargeable against the SDO Negros Occidental MOOE funds; transportation, per diem and other incidental expenses shall be chargeable to the respective local funds subject to the usual accounting and auditing rules and regulations.
7. For further inquiries, contact **ATTY. RONALD P. VILLANUEVA, JR.**, OIC-Attorney IV, at [ronald.villanueva001@deped.gov.ph](mailto:ronald.villanueva001@deped.gov.ph) or **ROMEO S. SANCHEZ, JR.**, OIC-Chief Administrative Officer, Administrative Division, at [romeo.sanchez001@deped.gov.ph](mailto:romeo.sanchez001@deped.gov.ph).
8. Immediate dissemination of this Memorandum is desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: As stated

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

BASIC EDUCATION  
LAWS  
LEGISLATIONS  
ORGANIZATIONS  
POLICY  
RULES AND REGULATIONS



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

---

Enclosure No. 02 to RM No. \_\_\_\_\_, s. 2025

**LIST OF PARTICIPANTS**

- A. DepEd Negros Island Region
- a. Regional Director
  - b. Assistant Regional Director
  - c. OIC-Chief, ESSD
  - d. OIC-Chief, HRDD
  - e. OIC-Chief, PPRD
  - f. OIC-Chief, CLMD
  - g. OIC-Chief, QAD
  - h. OIC-Chief, FTAD
  - i. OIC-Chief, Administrative Division
  - j. OIC-Chief, Finance Division
  - k. OIC-Attorney IV
  - l. COS-Attorney III
  - m. SAO-Designate, Administrative Division
- B. DepEd Schools Division of Negros Occidental
- a. Schools Division Superintendent
  - b. Assistant Schools Division Superintendent
  - c. Chief, CTD
  - d. Chief, SGOD
  - e. OIC-ADOF V - Administrative Unit
  - f. OIC-ADOF V - Budget Section
  - g. ADOF IV - Personnel Section
  - h. ADOF IV - Supply and Property Section
  - i. ADOF IV - Records Section
  - j. Planning Officer III
  - k. PSDS, Talisay I
  - l. PSDS, Talisay II
  - m. PSDS, Talisay III
  - n. Secondary School Head (Large Secondary School)
  - o. Program Management Team Member
  - p. Program Management Team Member
  - q. Program Management Team Member
- C. DepEd Schools Division of Talisay City
- a. OIC-Schools Division Superintendent
  - b. OIC-Assistant Schools Division Superintendent
- D. DepEd Schools Division of Victorias City
- a. Schools Division Superintendent
- 



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://depednir.net>



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION

Enclosure No. 03 to RM No. \_\_\_\_\_, s. 2025

**WORKSHOP ON THE TRANSITION PLAN FOR THE INITIAL  
OPERATIONS OF SDO TALISAY CITY**

October 15-16, 2025

<b>Day 1</b>	<b>Activity</b>	<b>In-Charge</b>
08:00 - 08:15 AM	Attendance and Registration	NIR Administrative Division
08:16 - 09:00 AM	Opening Program and Preliminaries	SDO Negros Occidental PMT
09:01 - 09:30 AM	Presentation and discussion of DepEd Memorandum No. 062, S. 2025	NIR OIC-Attorney IV
09:31 - 09:45 AM	Assignment and breakdown of Transition Tasks (Clusters)	NIR Administrative Division
09:46 - 10:00 AM	Health Break	
10:01 - 10:30 AM	The Journey of SDO Victorias City	SDS Portia M. Mallorca, CESO V
10:31 - 12:00 NN	Cluster Break-out Sessions - Crafting of Transition Plan	NIR Administrative Division
12:01 - 01:00 PM	Lunch Break	
01:01 - 04:00 PM	Cluster Break-out Session - Crafting of Transition Plan (Continuation)	NIR Administrative Division
04:01 - 05:30 PM	Plenary Session - Presentation and Review of Cluster Outputs	RD, ARD, NIR Chiefs
05:31 - 06:00 PM	Clearing House	

<b>Day 2</b>	<b>Activity</b>	<b>In-Charge</b>
08:00 - 08:15 AM	Preliminaries	SDO Negros Occidental PMT
08:16 - 09:45 AM	Plenary Session - Presentation and Review of Cluster Outputs	RD, ARD, NIR Chiefs
09:46 - 10:00 AM	Health Break	
10:01 - 12:00 NN	Plenary Session - Presentation of Consolidated Output	RD, ARD, NIR Chiefs
12:01 - 01:00 PM	Lunch Break	
01:01 - 04:00 PM	Ways Forward, Closing Program, and Turnover of the Transition Plan	SDO Negros Occidental PMT
4:01 PM onwards	End	



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: nir@deped.gov.ph  
Website: <https://depednir.net>