



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

22 September 2026

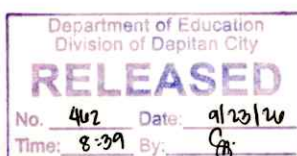
DIVISION MEMORANDUM

No. 442 s. 2026

**RECONSTITUTION OF THE WORKING COMMITTEES FOR DIVISION
SPECIAL EVENTS AND ACTIVITIES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Public Schools District Supervisors/PICDs
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In order to ensure the systematic, efficient, and successful implementation of division-led activities and special events, this Office hereby announces the reconstitution of the Working Committees for Division Special Events and Activities.
2. These working committees shall be automatically activated for all division-led activities and special events.
3. All designated members and chairs must strictly exercise due diligence and shall be fully responsible for the performance of their respective tasks. To guarantee the successful conduct of activities, committee chairs are authorized to call for planning or coordination meetings as necessary.
4. The composition of the reconstituted working committees, along with their corresponding Terms of Reference (TOR), is enclosed in this Memorandum.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.



JAY S. MONTEBALTO, CESO V
Schools Division Superintendent



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Doc. Ref. Code	SDO - OSDS-F001	Rev	00
Effectivity	03.18.26	Page	1 of 1





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(Enclosure No.1 to the Division Memorandum No. _____, s. 2026)

**Composition of Working Committees for Division Special Events
 and Activities**

Committees	Persons Responsible	Terms of Reference
Steering Committee	Chair: SDS Jay S. Montealto Co-Chair: ASDS Aurelio A. Santisas Members: Dr. Vicente Jose V. Suarez II Sherlito E. Sagapsapan	■ Holds overall responsibility and final decision-making authority ■ Ensures all committees align with the events goals, manages communication among committees, assigns tasks, and addresses major issues during the event ■ Plans, supervises, and oversees the entire event ■ Coordinates with all other committees ■ Ensures timeline and goals are met
Finance and Budget Committee	Chair: Olga P. Miranda, CPA Co-Chair: Rosa Belinda P. Gemperoso Members: Michael E. Tan Marianna Kestrel T. Harayo Accounting & Budget Staff	■ Handles budgeting and procurement of supplies ■ Keeps records of expenses ■ Prepares financial reports
Safety, Security/Risk Management and Transportation Committee	Chair: Noel P. Mangubat Co-Chair: Jimmy B. Gahuman Members: Juvy S. Pestanas Leonido J. Tabilon Rey I. Jatiko JR Simed Joseph B. Saguin Dante S. Narvaez Miguel S. Jatiko PNP/TMO/CDRRM/BSP/GSP	■ Ensure safety protocols are followed ■ Coordinates with security personnel ■ Ensures the safety of all guests, especially VIPs ■ Handles crowd control, emergencies response ■ Manages vehicle deployment and directed on-site parking logistics
Physical Arrangement, Accommodation and Logistics Committee	Chair: Geordito T. Olario Co-Chair: Jonathan D. Reluya Members: Marlyn E. Esmade Rene D. Acabal Elbert A. Pon Joel Q. Ruiz Windrell B. Mongcupa Ever Bagatua	■ Set up the venue (tables, chairs, sound system, etc.) ■ Take care of decoration, stage design and cleanliness/after-care ■ Prepares & procures tarpaulin ■ Facilitates the accommodation of guests



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Program Flow and Master of Ceremonies/Hosts Committee	Chair: Mary Chris S. Balladares Co Chair: Jidelle G. Garcia Members: Marianna Kestrel T. Harayo Cyrillyn M. Lagata Febra Valerie T. Ardines Lyra L. Balladares Jerry Jerome Galota Kristine B. Pon	■ Designs the program flow or schedule ■ Prepares the script and sequence of activities ■ Coordinates with hosts, performers, and speakers ■ Hosts the event smoothly and professionally ■ Keeps the audience engaged and transitions between parts of the program
Protocol and Liaison Committee	Chair: Elsa Q. Aranas Co-Chair: Michelle Torres Members: Edna C. Quimiguing Ruby V. Paguntalan Ma. Shelva Carpenteros Anna Lee Solatorio Camila Jeanette Debaloy Eldie D. Robaro Menvilou Tinnæ Marilyn C. Sarabia Liezl Y. Ombay	■ Manages participants/guests arrivals, seating arrangements and formalities ■ Assigns ushers or escorts to the participants/guests ■ Prepare welcome leis for the participants/guests ■ Manages distribution of event kits, (if applicable)
Secretariat Registration and Attendance Committee	Chair: Bobbie Gurabot Co-Chair: Gilyn Gallemitt Members: Mary Chris S. Balladares Cynthia Dalman Love J. Abello Jezebel S. Boquida	■ Prepares and facilitate the following: -attendance and registration sheets -Certificates of Recognition, Participation, Appearance & Name-Plate
Program, Invitation and Publication Committee	Chair: Ma. Perga A. Cadiente Co-Chair: Lindo O. Adasa, Jr. Members: Anthon John S. Soriano Edgardo P. Jamilar, Jr. Ruby V. Pangutalan Margie Q. Magaron Amythyst Faith O. Diao Peter A. Alavanza	■ Creates and sends out invitations ■ Prepares souvenir program ■ Prepares post-event publications or news releases
ICT Team, Sound & Technical Committee	Chair: Jerry M. Perong Co-Chair: Lourence N. Reyes Members: Ryann Z. Elumba Engr. Anjie C. Rabe Allan D. Bendano Isagani M. Recamara	■ Organize the soft copies of the presentations ■ Set up television, projector/LED wall and Sound system ■ Manages audiovisual, lighting, live streaming and



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	Garick Abdel Aziz D. Daung Edgardo P. Jamilar, Jr. Joel T. Baje Marvin C. Jauculan Ian Stephen E. Mah	technical support to deliver a seamless event ■ Take photos and create video presentation/clips, teaser, for advocacy
Health and Sanitation Committee	Chair: Dr. Roderick Hamsirani Co-Chair: Dr. Glenn E. Mohametano Members: Gwilym C. Elumba Bryan A. Deripas Norebelle M. Laurente All District Nurses	■ Provide immediate medical attention and first aid to participants (if needed) ■ Ensure proper hygiene in food distribution ■ Coordinate with hospitals in case of emergencies
Sponsorship, Fundraising and Awards, Token, Souvenirs Committee	Chair: Rene D. Acabal Co-Chair: Helen T. Calaguian Members: Grace B. Elumbaring Rizza A. Daboda Marilou G. Cagbabanua Riza B. Galanido Macaria A. Manuta Ofelia A. Cabanlit Riza A. Penaso Glenda B. Paguia	■ Handles secures funding through sponsorship and donations ■ Ensure delivery of promised benefits ■ Handles funding-related matters ■ Prepares and distributes souvenirs to participants/guests (if applicable) ■ Handles prize distribution
Entertainment/Ice Breakers Committee	Chair: Jephone P. Yorong Co-Chair: Jonathan D. Reluya Members: Tiffany D. Laab Anna Enrile C. Adrias Maria Roneza T. Hamoy	■ Design, organize and provide icebreakers and entertainment activities
Food, Beverages and Hospitality	Chair: Marlyn E. Esmade Co-Chair: Pacita E. Balladares Members: Nueva A. Andag Anjie C. Rabe Jocelyn E. Acorin Judycel L. Elumba Nelia P. Tangcalagan Mary Ann Z. Cagatan Mercedita B. Obnimaga Gemmaly O. Ruiz Caroline D. Osorio Genelyn M. Dabodabo Mirason S. Omilig Liberty L. Enjambre Madelene P. Odantabao	■ Plans menu ■ Arranges meals/snacks and drinks for participants and guests ■ Ensures quality catering and timely service ■ Set up special dining area (if needed)



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Preparation of Minutes & Documentation Committee	Chair: Analisa A. Bagarinao Co-Chair: Mary Chris S. Balladares Members: Ma. Alessandra L. Eguia Jidelle G. Garcia Lyra L. Balladares Genevieve S. Adiong Julie Ann G. Lacay Janet O. Cadano Glenda O. Acedo Anna Lee A. Solatorio	■ Prepares minutes of the meeting/events ■ Takes photos and videos ■ Compiles documentation reports ■ Prepares post Activity report
Post-Event Evaluation & QAME Committee	Chair: SEPS Nueva A. Andag Members: Mary Chris S. Balladares Felix G. Solatorio	■ Collects feedback ■ Analyzes event success ■ Communicates with stakeholders and sponsors ■ Make recommendations for future improvements