



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

*Office of the Schools Division Superintendent*

13 August 2025

**DIVISION MEMORANDUM**

No. 540, s. 2025

**COMPOSITION OF THE SCHOOLS DIVISION OF DAPITAN CITY WORKING COMMITTEES FOR DIVISION SPECIAL EVENTS AND ACTIVITIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID and SGOD)  
Education Program Supervisors and Specialists  
Public Schools District Supervisors  
Principal Incharge of the District  
Elementary and Secondary School Heads  
All Other Concerned

1. In line with the effective and efficient implementation of special events and activities within the Schools Division of Dapitan City, working Committees are hereby created and constituted.
2. Each committee is tasked with specific responsibilities pertinent to the successful conduct of all events and activities.
3. Committees are advised to take action and work together with clear planning, coordination, and execution.
4. The composition of the working committees is found in Enclosure No. 1 to this Memorandum.
5. Immediate dissemination of this Memorandum to all concerned is desired.

**JAY S. MONTEALTO, Ed, JD, CESO VI**  
OIC, Schools Division Superintendent







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(Enclosure No.1 to the Division Memorandum No. \_\_\_\_\_, s. 2025)

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

Committees	Perso Responsible	Functions/Responsibilities
Steering Committee	Chair: jay S. Montealto Co-Chair: Aurelio A. Santisas Aurelio A. Santisas Members: Vicente Jose V. Suarez II Sherlito E. Sagapsapan	<ul style="list-style-type: none"> <li>■ Holds overall responsibility and final decision-making authority</li> <li>■ Ensures all committees align with the events goals, manages communication among committees, assigns tasks, and addresses major issues during the event</li> </ul>
Overall Coordination Committee	Chair: Helen T. Calaguian Co-Chair: Marlyn Esmade Members: Jose C. Overa Jofrey Malana	<ul style="list-style-type: none"> <li>■ Plans, supervises, and oversees the entire event</li> <li>■ Coordinates with all other committees</li> <li>■ Ensures timeline and goals are met</li> </ul>
Finance and Budget Committee	Chair: Olga P. Miranda Co-Chair: Rosa Belinda P. Gemperoso Members; Accounting & Budget Staff Anthony Kestrel L. Medija Danilo M. Santiago	<ul style="list-style-type: none"> <li>■ Handles Budgeting and procurement of supplies</li> <li>■ Keeps records of Expenses</li> <li>■ Prepares financial reports</li> </ul>
Safety and Security/Risk Management Committee	Chair: Noel P.Mangubat Co-Chair: Jimmy B. Gahuman Members: Juvy S. Pestanas Leonido J. Tabilon Rey Jatico JR Simed Joseph Saguin Wenchor P. Agum	<ul style="list-style-type: none"> <li>■ Ensure safety protocols are followed</li> <li>■ Coordinates with security personnel</li> <li>■ Ensures the safety of all guest, especially VIPs</li> <li>■ Handles crowd control, emergencies response</li> </ul>
Physical Arrangement and Logistics	Chair: Geordito T. Olario Co-Chair: Jonathan D. Reluya Members: Rene Acabal Elbert Pon Joel Ruiz Windrell Mongcupa Ever Bagatua Eljae Embrado Dante Narvaez	<ul style="list-style-type: none"> <li>■ Set up the venue (tables, chairs, sound system, etc.)</li> <li>■ Take care of decoration, stage design and cleanliness</li> <li>■ Prepare &amp; Procure tarpaulin</li> </ul>





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	<b>Miguel S. Jatico</b>	
Program Flow and Master of Ceremonies (Emcee) Committee	Chair: Johann Andrei A. Ladera Co Chair: Jidelle G. Garcia Members: Lyra Balladares Jerry Jerome Galota Kristine Pon Shendy P. Gallemmit Eireen Amparado Rachel Naong	<ul style="list-style-type: none"> <li>■ Designs the program flow or schedule</li> <li>■ Prepares the script and sequence of activities</li> <li>■ Coordinates with hosts, performers, and speakers</li> <li>■ Hosts the event smoothly and professionally</li> <li>■ Keeps the audience engaged and transitions between parts of the program</li> </ul>
Protocol and Liaison Committee	Chair: Elsa Q. Aranas Co-Chair: Michelle Torres Members: Edna Quimiguing Ma. Shelva Carpenteros Anna Lee Solatorio Camila Jeanette Debaloy Eldie D. Robaro Menvilou Tinnæ Cherry Maih E. Abellon Marilyn C. Sarabia Liezl Y. Ombay	<ul style="list-style-type: none"> <li>■ Manages participants/guests arrivals, seating arrangements and formalities</li> <li>■ Assigns ushers or escorts to the participants/guests</li> <li>■ Prepare welcome leis for the participants/guests</li> <li>■ Manages distribution of event kits, (if applicable)</li> </ul>
Secretariat Registration and Attendance Committee	Chair: Bobbie Gurabot Co-Chair: Gilyn Gallemmit Members: Nancy Tangcalagan Love Abello Jessebel S. Boquida Cynthia Dalman Alro D. Cabalida Glaze Grace P. Galvez	<ul style="list-style-type: none"> <li>■ Prepares and facilitate the following: attendance and registration sheets Certificates of Recognition, Participation, Appearance &amp; Name-Plate</li> </ul>
Program, Invitation and Publication Committee	Chair: Perga A. Cadiente Co-Chair: Lindo O. Adasa Members: Anthon John S. Soriano Ruby Pangutalan Ruth Abapo Margie Magaron Amythyst Faith Diao Peter Alavanza	<ul style="list-style-type: none"> <li>■ Creates and sends out invitations</li> <li>■ Prepares souvenir program</li> <li>■ Prepares post-event publications or news releases</li> </ul>
ICT Team, Sound & Technical Committee	Chair: Jerry M. Perong Co-Chair: Engr. Anjie C. Rabe Members: Lourence Reyes	<ul style="list-style-type: none"> <li>■ Organize the soft copies of presenter</li> <li>■ Set up television, projector and Sound system</li> <li>■ Manages audiovisual,</li> </ul>





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	John Carlo Tinio Windrell Mongcupa Allan Bendano Isagani Recamara GarickAbdel Aziz D. Daung	lighting, live streaming and technical support to deliver a seamless event
Health and Sanitation Committee	Chair: Dr. Roderick Hamsirani, MD Co-Chair: Dr. Glenn E. Mohametano, DDM Members: Gwilym Elumba Mary Rose C. Galan Bryan A. Deripas Norebelle M. Laurente All District Nurses	<ul style="list-style-type: none"> <li>■ Provide immediate medical attention and first aid to participants (if needed)</li> <li>■ Ensure proper hygiene in food distribution</li> </ul>
Sponsorship, Fundraising and Awards, Token, Souvenirs Committee	Chair: Esmeralda A. Bagaipo Co-Chair: Joy Cagbabanua Members: Rizza A. Daboda Marilou G. Cagbabanua Riza B. Galanido Belen R. Talic Macaria A. Manuta Ofelia A. Cabanlit Riza A. Penaso Glenda Paguia	<ul style="list-style-type: none"> <li>■ Handles securing funding through sponsorship and donations</li> <li>■ Ensure delivery of promised benefits</li> <li>■ Handles funding-related matters</li> <li>■ Prepare and distributes souvenirs to participants/guests (if applicable)</li> <li>■ Handles prize distribution</li> </ul>
Entertainment/Ice Breakers Committee	Chair: Jephone P. Yorong Co-Chair: Johann Andrie A. Ladera Members: Tiffany Ubando Anna Enrile Adrias Roneza Hamoy Moises Yocogco	<ul style="list-style-type: none"> <li>■ Design, organize and provide icebreakers and entertainment activities</li> </ul>
Food, Beverages and Hospitality	Chair: Luna Luz B. Racho Co-Chair: Pacita E. Balladares Members: Jocelyn E. Acorin Judycel L. Elumba Nelia P. Tangcalagan Glenes H. Sapuan Mary Ann Cagatan Mercedita Obnimaga Gemalyn Ruiz Caroline Osorio Genelyn Dabodabo Mirason S. Omilig Liberty L. Enjambre	<p>Plans menu Arranges meals/snacks and drinks for participants and guests Ensures quality catering and timely service Set up special dining area (if needed)</p>





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	Madelene P. Odantabao	
Preparation of Minutes & Documentation Committee	Chair: Marilou B. Monding Co-Chair: Genevieve S. Adiong Members; Julie Ann G. Lacay Janet Cadano Glenda Acedo Anna Lee A. Solatorio	<ul style="list-style-type: none"><li>■ Prepares minutes of the meeting/events</li><li>■ Takes photos and videos</li><li>■ Compiles documentation reports</li><li>■ Prepares post Activity report</li></ul>
Post-Event Evaluation & QAME Committee	Chair: SEPS Nueva A. Andag Members: Vicente Ramon V. Suarez Felix G. Solatorio	<ul style="list-style-type: none"><li>■ Collects feedback</li><li>■ Analyzes event success</li><li>■ Communicates with stakeholders and sponsors</li><li>■ Make recommendations for future improvements</li></ul>