



Republic of the Philippines  
**Department of Education**  
REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

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17 March 2025

DIVISION MEMORANDUM

No. 197 s. 2025

**2025 SDO TAYABAS CITY WOMEN'S MONTH CELEBRATION  
CULMINATING ACTIVITY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant to **Proclamation No. 224 s. 1988** entitled **Declaring the First Week of March of Every Year as Women's Week** and March 8, 1988, and Every Year Thereafter as Women's Rights and International Peace Day, and anchoring on Philippine Commission on Women's (PCW) "**WE**" representing both **Women and Everyone**, highlighting the collective responsibility for achieving gender equality, SDO Tayabas will conduct a 1-day activity to culminate the celebration, in partnership with **Focolare Movement**, an international organization that promotes the ideals of unity and universal brother/sisterhood grounded in the Golden Rule. It shall be conducted on **March 28, 2025 at PJ Plantation and Bee Farm in Brgy. Anos, Tayabas City**, for free.

2. The long-day activity shall be a celebration of the significant role of women in the society while attending to their physical, mental, and spiritual well-being. It shall also be an affirmation that they have co-journeymen in achieving their dreams, for themselves and for their families. Furthermore, the activity aims to:

- a. Encourage participants to reflect on their personal journeys, practice gratitude and cultivate inner peace to enhance their emotional resilience;
- b. Introduce mindfulness techniques and laughter yoga to help them reduce stress, improve mental clarity and experience joy in the present moment; and
- c. Provide a creative space to help them visualize and articulate their dreams and goals, empowering them to pursue their aspirations with confidence and clarity.

3. Identified participants are advised to respond to the pre-registration link <https://tinyurl.com/Pre-Reg-Women-Mar2025>, on or before **March 19, 2025**.


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Attached are Enclosure 1 – List of Participants, Enclosure 2 – Indicative Matrix of Activities and Enclosure 3: Program Management Team.

4. Transportation arrangement shall be communicated in an advisory, later.
5. Immediate dissemination and compliance of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: As stated

Reference: Proclamation No. 224 s. 1988

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

EMPLOYEE WELFARE  
WOMEN'S MONTH CELEBRATION

SGOD- 2025 sdo tayabas city women's month celebration culminating activity  
SGO4MHSC-002580/March 17, 2025



**Enclosure 1**

**LIST OF PARTICIPANTS**

	<b>NAME</b>	<b>SCHOOL/OFFICE</b>	<b>DESIGNATION</b>
1	Elaine B. Ablaña	Ipilan -Alitao ES	Teacher III
2	Chargmne J. Alvarez	Buenaventura Alandy NHS	Teacher III
3	Desiree Carla C. Andanza	Cipriano J. Querubin ES	Administrative Officer II
4	Aleli F. Argete	Tayabas East Central School	Teacher III
5	Neil Elaine P. Arriola	Buenaventura Alandy NHS	Administrative Assistant II
6	Norena A. Bajar	Ipilan-Alitao ES	Teacher III
7	Mia Katrine N. Barao	Valencia ES	Teacher I
8	Sarah Blasorca	Luis Palad IHS	Teacher I
9	Joan Kathleen T. Brizuela	SGOD	Education Program Specialist II
10	Pazzyla Lydda A. Cabalsa	Lawigue ES / Alsam IS	Administrative Officer II
11	Luzviminda Cabile	Gibanga ES	Teacher III
12	Evanie C. Cabriga	BANHS	Teacher I
13	Jeewel L. Cabriga	Kalumpang ES	Teacher I
14	Florian D. Canete	Luis Palad IHS	Teacher I
15	Jedi Diah O. Catchuela	OSDS	Administrative Assistant II
16	Evelyn D. Codilla	West Palale ES	Teacher II
17	Marjorie N. Cuare	TECS	Teacher I
18	Marilou C. Cuaterno	OSDS	Administrative Assistant III
19	La Trisha R. Dalit	SGOD	Education Program Specialist II
20	Luisa M. Datario	OSDS	Administrative Assistant III
21	Arjoy C. Demandante	OSDS	Administrative Assistant III
22	Glades B. Etcubañas	TWCS I	Teacher II
23	Meryann V. Flores	Rosario Quesada Integrated NHS	Teacher III
24	Bernadeth Gaela	Luis Palad IHS	Teacher II
25	Lilibeth B. Vargas	Busal IS	Teacher -in Charge/Teacher III
26	Venus M. Yagyagan	Buenaventura Alandy NHS	Teacher II
27	Mary Joyce N. Zaracena	TWCS III	Special Education Teacher I
28	Cherry Palambiano	TWCS IV	Teacher II



29	Celine Joy A. Gob	TWCS III	Teacher I
30	Mary Joy G. Honrade	Dapdap IS	Teacher I
31	Cherry G.Hugo	BANHS	School Principal II
32	Marites J. Jacela	Rosario Quesada Integrated NHS	Teacher III
33	Jobelle R. Jardin	TWCS III	Teacher II
34	Haeizel C. Jasmin	Masin ES	Teacher III
35	Jeanne Pauline O. Julo	Rosario Quesada Integrated NHS	Teacher I
36	Leah Emelie A.Junio	Luis Palad IHS	Teacher III
37	Julieta M Labita	TWCS IV	Head Teacher III
38	Marife R. Lagar	SGOD	Planning Officer III
39	Venus G. Quijano	Kalumpang ES	Teacher III
40	Quennie P. Magsadia	TECS	Teacher III
41	Joann M. Magtibay	TECS	Teacher II
42	Alyssa Malto	Lalo ES	Special Education Teacher I
43	Dessa Liana C. Manzanares	Mate ES	Teacher I
44	Jennelyn M. Mirandilla	OSDS	Administrative Officer II
45	Jasmin D. Moises	Lakawan ES	Teacher III
46	Mylene C.Nadres	TECS	Teacher III
47	Lyra R. Nañez	Eugenio Francia IS	Teacher III
48	Shella P. Naynes	South Palale ES	Teacher III
49	Maria Donna A. Naynes	Lawigue ES	Teacher II
50	Geraldine B. Oblea	TWCS IV	Teacher II
51	Joy V. Ocado	South Palale ES	Teacher II
52	Lailani T. Omlas	SGOD	Nurse II
53	Liezl J. Orilla	TWCS III	Teacher II
54	Luz A. Pacaigue	North Palale ES	Head Teacher III
55	Rowena Paderagao	Eugenio Francia IS	Teacher II
56	Ceriane Joy J. Padin	Ilasan Integrated School	Teacher II
57	Ingrid A. Palad	South Palale ES	School Principal II
58	Marie Jo Antonette O. Pandapatan	TECS	Teacher II
59	Maria Elizabeth S. Pastrana	Mayuwi IS/Domoit ES	Administrative Officer II
60	Claribel C. Rada	Masin ES	Administrative Officer II
61	Marife C Ramirez	TWCS I	Master Teacher I
62	Mayla C. Ramiro	West Palale ES	Teacher I



63	Imelda C. Raymundo	SGOD	Chief education Program Supervisor
64	Rich-Ann D. Reyes	Ilasan Integrated School	Special Education Teacher I
65	Shara Lou P. Reyes	Katigan-Alupay	Teacher I
66	Sarah Jane Romero	North Palale ES	Teacher II
67	Luzviminda E. Saldares	SGOD	Senior Education Program Specialist II
68	Violeta P. Bunzo	South Palale ES	Teacher III
69	Imelda O. Galapati	TECS	Teacher III
70	Ma. Theresa P. Eslacin	TECS	Project Development Officer I

**Enclosure 2**

**INDICATIVE MATRIX OF ACTIVITIES**

<b>Time</b>	<b>Activity</b>	<b>In-Charge/Resource Speaker/Facilitator</b>
7:00-8:00	Arrival and Welcoming	PMT/Focolare Volunteers
8:00-8:30	Opening Program/Preliminaries	PMT
8:30-8:40	Getting-to-Know Activity	Focolare/PMT
8:40-9:00	Mindfulness Discussion & Exercise	Focolare New Humanity Indigo
9:00-9:15	48 Things Women Hear in a Lifetime (That Men Don't) – Video	Focolare New Humanity Indigo
9:15-9:30	Processing/Sharing	Focolare/PMT
9:30-9:50	HEALTH BREAK	
9:50-10:20	Sharing on Great Women in the Life of the Participants	Focolare/PMT
10:20-10:55	Great Women in the World (Greta Thunberg, Maria Angelita Ressa, Chiara Lubich)	Focolare New Humanity Indigo
10:55-11:10	Processing/Sharing	Focolare/PMT
11:10-12:00	Gratefulness Meditation and Sharing	Focolare New Humanity Indigo
12:00-1:00	LUNCH BREAK	
1:00-1:10	Ice-Breaker	Focolare New Humanity Indigo
1:10-1:30	Walking Meditation/ Gallery Walk	Focolare New Humanity Indigo
1:30-2:00	Dream Canvass	Focolare New Humanity Indigo
2:00-2:50	Processing/Synthesis	Focolare New Humanity Indigo
2:50-3:00	Evaluation	PMT
3:00-4:00	Closing Program	PMT



**Enclosure 3 - PROGRAM MANAGEMENT TEAM**

**Overall Chairperson:** Celedonio B. Balderas, Jr. – Schools Division Superintendent

**Co-Chairperson:** Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> <li>- Oversees the implementation of the entire program.</li> <li>- Orients the PMT on their terms of reference and details of the program design</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>- Leads in crafting the Program Completion Report</li> </ul>
Learning Manager	Luzviminda E. Saldares La Trisha R. Dalit	<ul style="list-style-type: none"> <li>- Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs</li> <li>- Facilitates management of learning activities as scheduled and as needed</li> </ul>
Resource Speaker / Subject Matter Expert	Focolare New Humanity Indigo	<ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>- Provides expert content input during learning sessions</li> </ul>
M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing</li> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for</li> </ul>



		inclusion in the Program Completion Report
Documenter/ Secretariat	La Trisha Dalit Shyra Rojas Luzviminda Saldares John Frederick Mendoza	<ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>- Take photos of the different parts of the program delivery</li> <li>- Attends to registration needs of learners/participants</li> <li>- Ensures that the learners/participants fill up attendance sheets every day.</li> <li>- Assists in the distribution of learning materials and supplies</li> <li>- Assists in the collection of session outputs</li> <li>- Compiles session documents and learning resource materials</li> </ul>
Physical Arrangement	Enrique Cabuyao Ian Paolo Padilla Johnny Zafranco	<ul style="list-style-type: none"> <li>- Prepare the venue as to the prescribed arrangement</li> <li>- Arrange the needed material for the activities</li> <li>- Ensure the cleanliness of the area before and after the conduct of the activity</li> </ul>
Logistics Officer	Luzviminda A. Saldares	<ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program</li> <li>- Leads the ocular inspection of venues to ensure adherence to standards and specifications</li> <li>- Checks that venue are always ready for use and conducive to learning</li> <li>- Ensure that training adheres to ethical considerations</li> </ul>
Welfare Officer	Lailani Omlas/Mariles Contreras/ Alelie Padillo	<ul style="list-style-type: none"> <li>- Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue</li> <li>- Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.)</li> </ul>



Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	<ul style="list-style-type: none"><li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li><li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices</li><li>- Monitors and documents all disbursements against budget to support liquidation</li><li>- Liquidates all fund disbursement and prepares a financial report</li></ul>
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