



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

23 September 2026

DIVISION MEMORANDUM
No. 638 s. 2026

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 558, S. 2026
86th BIRTHDAY OF GIRL SCOUTS OF THE PHILIPPINES (GSP)
FOUNDER JOSEFA LLANES ESCODA
AND 16th LONG GREEN LINE**

To: Assistant Schools Division Superintendent

Chief Education Supervisors

Heads, Public & Private Elementary and Secondary Schools

Heads, Unit/Section

All Others Concerned

1. Relative to **Division Memorandum No. 558, s. 2026**, entitled **86th Birthday of Girl Scouts of the Philippines (GSP) Founder Josefa Llanes Escoda and 16th Long Green Line**, this Office announces that the date of the conduct of the activity is changed from **September 12, 2026** to **September 26, 2026** at **New Tayabas City Hall, Brgy. Baguio, Tayabas City**.
2. Attached are Enclosure 1 – Program Matrix and Enclosure 2 – Technical Working Committee for information of all concerned.
3. All other provisions of **Division Memorandum No. 558, s. 2026** not affected by this Corrigendum shall remain in full force and effect.
4. Immediate dissemination of and participation to this activity are encouraged.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Division Memorandum No. 558, s. 2026

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

GSP ACTIVITIES 2026

SGOD – corrigendum to division memorandum no. 558, s. 2026 86th birthday of girl scouts of the philippines (gsp)
founder josefa llanes escoda and 16th long green line
SGO278AO-005619/September 23, 2026

Enclosure 1

PROGRAM MATRIX

Time	Activity	Facilitator
7:00 – 7:30 AM	Registration	Lailane S. Ferreras for Twinkler Troop Leaders Babette R. Tejada for Star Troop Leaders Rowena L. Abdon for Junior Troop Leaders Romana T. Jabola for Senior & Cadet Troop Leaders
7:31 – 8:30 AM	Opening Program	
	GSP Colors	Daneca Denoso Reyana Bathan Fatimah Kharyme Erigio Cadet Girl Scouts, LPIHS
	GSP Prayer	Marian Joy Sabornido Cadet Girl Scout, LPIHS
	Roll Call of Participants	
	Welcome Message	HON. MARIA MINDA A. LIM Chairperson, GSP Tayabas District Committee
	Messages	HON. ANTHONY A. LIM City Mayor CELEDONIO B. BALDERAS JR. Schools Division Superintendent GSP Quezon Council Commissioner for Administration HERBERT D. PEREZ Assistant Schools Division Superintendent IMELDA V. CRUZ GSP Quezon Council Executive
8:30 – 9:00 AM	Escoda Ceremony	Marites Jacela Program Officer, GSP Tayabas District Committee
9:01 – 9:30 AM	HEALTH BREAK	
9:31 – 12:00 NN	Simultaneous Activities by Age Level	
12:01 – 1:00 PM	LUNCH BREAK	
1:01 – 3:00 PM	FILM VIEWING	
3:01 – 4:00 PM	Closing Ceremony	
	Awarding of Certificates & Badges	
	Closing Message	IMELDA C. RAYMUNDO Chief Education Supervisor - SGOD

Enclosure 2

TECHNICAL WORKING COMMITTEE

Overall Chairpersons:

Celedonio B. Balderas Jr.

Schools Division Superintendent

Hon. Maria Minda A. Lim

Chairperson, GSP Tayabas District Committee

Co-Chairperson:

Herbert D. Perez

Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	➤ Oversee the implementation of the entire program. ➤ Orients the PMT and resource persons on their terms of reference and details of the program design ➤ Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ➤ Leads the debriefing sessions with the PMT and resource speakers
Division Field Adviser / Program and Field Coordination	Jobelle L. Maningas	➤ Provide guidance and technical assistance to Troop Leaders and activity facilitators. ➤ Coordinate with Base Leaders, Troop Leaders, and the organizing committee on concerns arising during the activities. ➤ Assist in addressing operational, safety, and participant-related concerns. ➤ Monitor the progress and overall flow of activities and recommend appropriate adjustments when necessary. ➤ Prepare and facilitate the distribution of formal invitations to identified partners, guests, and stakeholders. ➤ Coordinate with partner agencies, organizations, resource persons, and other stakeholders for their participation and support. ➤ Prepare and issue the necessary Division Memoranda, Notices of Meeting, and other activity-related communications.

Resource Speakers / Facilitators	Twinkler Level Dolor A. Pabelonia Honey Leyden P. Rabina Jo Ann N. Luna Jesette Cabriga Lailane Ferreras Rose Ann M. Lim Marilyn D. Permalino Jessica C. Jastiva Star Level Maria Frances Reyes Jen Casvel Daya Jasmin D. Moises Angelica Cabiles Arlene C. Jasmin Mia Katrine N. Barao Celine Joy Gob Leizl J. Orilla Loregen Gasapangra Babette Tejada Lilibeth S. Labita Junior Level Rowena Abdon Joie Ellaine L. Uy Diane Charish Cabuyao Raquel Vergara Shara Lou Reyes Edellyn Matre Amelita Robel Emerenciana P. Valencia Mariel C. Oabel Ginalyn Sales Senior & Cadet Marites Jacela Irene B. Cabriga Anna Liza D. Padilla Lesette O. Marquez Romana T. Jabola Maricar Umbrete Imelda O. Ambe Joe Victoria Daelo Jaymie Jane Y. Nañez Sharon D. Oabel Ricky Reyes	➤ Attend the facilitators' orientation and familiarize themselves with the assigned activity, mechanics, and safety guidelines. ➤ Prepare and check the assigned activity area, materials, and equipment before the activity. ➤ Explain the mechanics, rules, and objectives clearly to the participating Girl Scouts. ➤ Facilitate the activities fairly and encourage teamwork, leadership, cooperation, and active participation. ➤ Monitor the safety and proper behavior of participants throughout the activity. ➤ Manage the allotted time and ensure the orderly movement of groups from one base to another. ➤ Report any incident, concern, or unusual occurrence to the designated Base Leader or Activity Coordinator. ➤ Assist in the proper turnover and restoration of the activity area and materials after the activity.
M&E Coordinator	Montano L. Agudilla Jr.	➤ Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT

		➤ Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist ➤ Applies process observation and prescribed tools to monitor and evaluate program delivery ➤ Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing ➤ Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation ➤ Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	San Mark A. Morcoso Systems Analyst	➤ Documents the proceedings of the learning sessions using the prescribed documentation template ➤ Take photos of the different parts of the program delivery
Secretariat	Lailane S. Ferreras Babette R. Tejada Rowena L. Abdon Romana T. Jabola	➤ Attends to registration needs of troop leader participants ➤ Distributes the certificates of appearance and DTR of troop leaders
Welfare Officer	Sharlene V. Baer Nurse II Pamela May L. Raposa SST I / Red Cross Adviser	➤ Ensures that provisions for inclusion, safety, security, health, and wellness of learners/ participants, PMT, and resource persons are adequate and available at all times in the venue ➤ Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)
Logistics Officers and Food Committee	Chery G. Hugo Emelia R. Eclarin Ingrid Palad	➤ Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program ➤ Leads ocular inspection of venues to ensure adherence to standards and specifications ➤ Identify and coordinate the logistical and food requirements of TWG and guests for the activity. ➤ Address and coordinate solutions to logistical and food-related concerns during the activity.

		➤ Ensure proper food handling, sanitation, cleanliness, and food safety practices.
Finance Officer/s	Amelita Robel Treasurer	➤ Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation ➤ Monitors and documents all disbursements against budget to support liquidation ➤ Liquidates all fund disbursement and prepares a financial report