



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

18 November 2025

DIVISION MEMORANDUM  
No. **816** s. 2025

**COORDINATION MEETING FOR THE DIVISION EDUCATION SUMMIT CUM  
IKA 10 PIGING NG PASASALAMAT**

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

1. Pursuant to **RA 8525 of 1998** known as **Adopt-A-School Program** and anchored on implementation of Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME – HRM), the City Schools Division of the City of Tayabas will conduct the **Coordination Meeting for the Division Education Summit Cum ika 10 Piging ng Pasasalamat** on **November 19, 2025 at 3:00 p.m. onwards at Potol Elementary School Covered Court.**
2. This activity aims to define the Terms of References of the respective members of the Technical Working Committee (TWC).
3. Please see Enclosure 1 for the Terms of Reference for the TWCs.
4. Immediate dissemination of this Memorandum is desired.

For:

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

By:

**EDWIN R. RODRIGUEZ, Ed.D.**  
Chief Education Supervisor-CID  
Officer-in-Charge

Encl.: As stated  
Reference: RA 8525 s. 1998



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

ADOPT – A SCHOOL  
PIGING NG PASASALAMAT  
EDUCATION SUMMIT

SGOD- coordination meeting for the division education summit cum ika 10 piging ng pasasalamat  
SGOST5M7-003900/November 18, 2025



Enclosure 1: Terms of References for the TWCs.

**DIVISION EDUCATION SUMMIT CUM IKA 10 PIGING NG PASASALAMAT  
TBA**

**December 4, 2025**

**Over all Chairperson:** Celedonio B. Balderas Jr.  
**Co- chairpersons:** Herbert D. Perez, CESO VI

<b>Committee</b>	<b>Person/s In-charge</b>	<b>Terms of Reference</b>
Program Preparation/ Completion Report	Imelda C. Raymundo Joan Kathleen M. Talabong	<ul style="list-style-type: none"> <li>- Plan on the conduct of the program</li> <li>- Prepare Activiy Design</li> <li>- Prepares memo/advisories.</li> <li>- Prepares and submits complete report (narrative report) to SGOD Chief</li> </ul>
QAME	Dr. Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>- Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>- Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Medical/First Aid	Dra. Jayne Paula Talavera and Medical Team	<ul style="list-style-type: none"> <li>- Ensures observance/compliance of health protocols.</li> <li>- Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.</li> </ul>
Resource Speakers/Facilitators	Lily Beth L. Majomot Direktor Dalawa, Civil Service	<ul style="list-style-type: none"> <li>- Lead/s the discussion of topics</li> <li>- Facilitate/s workshop</li> </ul>
Support Staff/s	Shyra Rojas, Princess Talavera and John Oliver Marquez	<ul style="list-style-type: none"> <li>- Assist in preparation of documents.</li> <li>- Assist in the inventory and distribution of supplies and food.</li> <li>- Assist in the video recording of stakeholders.</li> </ul>
Awards Committee Certificate	Maria Corazon A. Borbon, Jerome Javin, Princess Talavera, Shyra Rojas and John Oliver Marquez	<ul style="list-style-type: none"> <li>- Prepares Certificate of Participation and Appearance for the guests, TWG members, and participants with complete attendance.</li> <li>- Ensure that certificates are aligned with the program screen display from beginning to end.</li> </ul>



Moderator/ Masters of Ceremony	Nicole May L. Lumanglas and Derrick A. Balbarosa	<ul style="list-style-type: none"> <li>- Coordinates with the Program Proponent regarding the contents and flow of the activity.</li> <li>- Coordinate with program in charge for program sequence.</li> <li>- Rehearse a day before for smooth program delivery.</li> <li>- Facilitates the program during recording.</li> </ul>
Utility/Physical Plant	Conrado Gabarda, Ariel Cabuyao and Engr. Jaypee Escobar	<ul style="list-style-type: none"> <li>- Oversees the cleanliness, sanitation, and orderliness in the venue/s.</li> <li>- Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.</li> <li>- Prepare floor plan lay out and seating arrangement.</li> <li>- Prepare guest list per table to be forwarded to the usher/usherettes.</li> <li>- Ensure that floor plan had been followed.</li> <li>- Ensure that comfort room have enough supply of water.</li> </ul>
Finance	Benjamin M. Millares and Agnes R. Luzadas	<ul style="list-style-type: none"> <li>- Approve the budget.</li> <li>- Prepare financial statement of the expenses incurred.</li> <li>- Provide TA to the liquidation process.</li> <li>- Determine the amount of Payment.</li> </ul>
Registration and Attendance	Generoza Zubieta, Nizza A. Merto Jessica Fortuny Armeen Zubieta Mildred Z. Galleno	<ul style="list-style-type: none"> <li>- Advance distribution of registration to the school heads.</li> <li>- In-charge of registration of guests and other stakeholders.</li> <li>- Forward copy of registration forms and attendance to the ASP coordinator for liquidation.</li> <li>- Monitor and prepares the actual list of participants.</li> </ul>
Livestreaming	San Mark Morcoso, Mark Bryan Valencia, Garry Villaverde, Jojo Oabel, Reyman Zubieta, Aileen Panganiban and Joan Kathleen M. Talabong	<ul style="list-style-type: none"> <li>- Prepare the platform for the event livestreaming.</li> <li>- Prepare/ collect and take charge in playing audio-visual presentations and material to be used during the activity.</li> </ul>



		<ul style="list-style-type: none"> <li>- Lead in the planning, recoding &amp; editing of videos.</li> <li>- Prepares script and storyline for videos and AVPs.</li> </ul>
Documentation	ICT with and Luzviminda Saldares	<ul style="list-style-type: none"> <li>- Document the event from the opening until the closing program.</li> <li>- Prepare, submit and post article about the event.</li> </ul>
Letters and Program	Joyce Ann P. Obnial, Grasiela Hernandez and Jeanette Buera	<ul style="list-style-type: none"> <li>- Prepare the letters partners.</li> <li>- Prepare the program and certificate design for the event.</li> <li>- Distribute approved letter, programs and certificates.</li> </ul>
Division Accomplishment Report	San Mark Morcoso, Marife R. Lagar and Regiecelle Cabaysa	<ul style="list-style-type: none"> <li>- Prepares Annual Accomplishment Report.</li> <li>- Lay out copy of the division report for distribution.</li> </ul>
Usher/ Usherettes	La Trisha Dalit, Justine N. Ranillo, Angel Estole, Drioden G. Nuqui at Arjoy C. Demandante	<ul style="list-style-type: none"> <li>- Greet and usher guest to their respective seating arrangement.</li> <li>- Coordinates with physical facilities and table tags for venue lay out and seating arrangement.</li> </ul>
Floor Director	Aileen B. Panganiban	<ul style="list-style-type: none"> <li>- Directs planning and prepares the production.</li> <li>- Coordinates with the multi-media in-charge.</li> <li>- Ensures that production protocols are observed.</li> <li>- Manages rehearsals.</li> <li>- Briefs talents, guests and presenters.</li> <li>- Relays cues and time counts to presenters, guests and audience members.</li> <li>- Attends meeting and debriefing before, during and after production.</li> </ul>