



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – CITY OF TAGBILARAN

**Office of the Schools
Division
Superintendent**

DIVISION MEMORANDUM

No. 817 , s. 2025

November 11, 2025

**COORDINATION MEETING OF COMMITTEE CHAIRS AND MEMBERS FOR THE
2025 STAKEHOLDERS' CONVERGENCE AND APPRECIATION PROGRAM**

To: Assistant Schools Division Superintendent
Chiefs, SGOD & CID
Division Education Program Supervisors
Public Elementary & Secondary School Principals
Senior Education Program Specialist, Education Program Specialist II
All Others Concerned

1. In preparation for the **2025 Stakeholders' Convergence and Appreciation Program** with the theme "*Honoring Outstanding Partners in Education*" to be held on November 25, 2025, all concerned committees are enjoined to attend a **Coordination Meeting** to ensure smooth and well-coordinated implementation of the activity. Refer to enclosure 1 for the list of committees as attached.
2. The meeting is scheduled as follows:
 - o **Date:** November 18, 2025 (Tuesday)
 - o **Time:** 2:00 PM
 - o **Venue:** SGOD Office
3. The meeting aims to:
 - a. Review the overall program flow and activity objectives;
 - b. Clarify committee roles, responsibilities, and deliverables;
 - c. Finalize logistical, technical, and program arrangements; and
 - d. Ensure synchronization of all preparations leading to the event.
4. Attendance is required for all committee chairs and members.
5. For wide dissemination.

WILFREDA D. BONGALOS, PhD, CESO V
Schools Division Superintendent

WDB/JAAL/MCC/lem



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2025 STAKEHOLDERS CONVERGENCE & APPRECIATION PROGRAM COMMITTEES

1. Invitation & Program Committee

Lead: 1. Ma. Antonette P. Dugang - EPSvr – SGOD
2. Liza E. Maquiling, SGOD

Members: 1. Joermelyne Pasilbas
2. Dr. Lev Varquez-Nadela
3. Rhodelia B. Tumanda

Functions:

1. Draft, review, and disseminate **invitation letters** to identified stakeholders, partners, and guests.
 2. Coordinate with the Office of the Schools Division Superintendent for **signature, release, and follow-up** of official communications.
 3. Design and finalize the **program flow**, including the sequence of activities, script, and acknowledgment of guests.
 4. Prepare and organize **certificates of appreciation, tokens, and citations** for awardees and honorees.
 5. Coordinate with the **Documentation and Technical Support Committee** for presentation materials, LED displays, and audio-visual requirements.
 6. Ensure the **smooth and timely flow of the program**, including cueing of presenters, emcees, and technical transitions.
 7. Assist in post-activity evaluation and reporting of program highlights.
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2. Secretariat and Registration Committee

Lead: Filomena Tanggaan
HRDD and M&E Units

Members: 1. Rhizzel Rizalado
2. Esther L. Cagas
3. Darvy Amoy

Functions:

1. Prepare invitation letters, attendance sheets, and documentation forms
 2. Manage online and on-site registration of participants
 3. Prepare name tags, IDs, and kits (if any)
 4. Consolidate attendance and feedback forms after the event
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3. Physical Arrangement and Logistics Committee

Lead: Japeth Revereal
Administrative Officer II / Division Property Custodian

Members:
1. Darvy Amoy
2. Rhizzel Rizalado
3. Karen Gumba

Functions:

1. Outline the desired formation of the venue (Tables set up/Formation)
2. Coordinate with the Caterer on the arrangements of the tables & Chairs
3. Manage utilities (sound system, lighting, projector, and power supply)

4. Oversee cleanliness, safety, and orderliness of the venue
 5. Coordinate with the Bohol Cultural Center management regarding facilities and amenities
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4. Finance and Budget Committee

Lead: Michelle T. Sagaral

Members: 1. Marife Rallos
2. Gina Gamao

Functions:

1. Handle financial requirements and disbursement of funds
 2. Monitor expenses and ensure proper documentation of receipts
 3. Ensure compliance with government accounting and auditing rules
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5. Awards and Recognition Committee

Lead: SGOD Chief / EPS In-Charge of Partnerships

1. Maurine C. Castaño

Members: 1. Liza E. Maquiling
2. Ma. Antonette P. Dugang
3. Esther L. Cagas
4. Filomena C. Tanggaan
5. Rosene D. Olaiivar

Functions:

1. Finalize list of awardees and citation wording
 2. Coordinate with partners for background information and contributions
 3. Prepare and arrange plaques, certificates, and tokens
 4. Manage the recognition segment during the program
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6. Publicity Committee

Lead: Aquilino Milar Jr.

Division Information Officer / Public Affairs Unit**

Members: 1. Esther L. Cagas
2. Joermelyne P. Pasilbas
3. Junicel T. Mancha

Functions:

1. Prepare and release **official publicity materials** (announcements, teasers, and event posters) through DepEd Tayo – Tagbilaran City official platforms and other approved media channels.
2. Coordinate with the **Public Information Office of the LGU** and local media for coverage and press releases.
3. Manage **pre-event and post-event publicity**, ensuring visibility and recognition of stakeholders.
4. Prepare **social media content** (captions, photos, and short write-ups) for posting before, during, and after the convergence.
5. Ensure that all publicity outputs reflect the **DepEd branding and communications guidelines**.

6. Compile media outputs and engagement metrics for inclusion in the **post-activity documentation report**.

7. Documentation, ICT, and Technical Support Committee

Lead: Jose Mariñas III
Division ITO

Members: 1. Japeth Revereal
2. Jose Arnel Rosal
3. Jesilo Jala
4. Leonil Resalado (hired play back spinner)

Functions:

1. Operate and manage ICT equipment (LED wall, laptops, projectors, and sound system) during the program.
2. Provide technical support for presentations, video playback, and live program flow.
3. Document the entire activity through photos, videos, and written highlights.
4. Ensure that all digital files (presentations, AVPs, citations) are prepared and functional before the program starts.
5. Assist the Program Committee in cueing multimedia presentations and supporting the stage sequence.
6. Compile all documentation outputs for inclusion in the post-activity report and online publication.

8. Health and Safety Committee

Lead: Jericho Yarte
Division DRRM Coordinator

Members: 1. Dr. Lev L. Nadela
2. Rhodelia B. Tumanda
3. Adeline Carmen C. Dagamac
4. Rowena L. Pizarras

Functions:

1. Ensure the overall **safety, health, and wellness** of all participants throughout the event.
 2. Prepare and implement **emergency, evacuation, and crowd-control plans** in coordination with venue management.
 3. Set up a **first aid station** and ensure the availability of basic medical supplies and emergency contacts.
 4. Conduct a **venue safety inspection** before the event to identify and address possible hazards.
 5. Present a **Safety Protocol Video** or orientation prior to the start of the program to remind participants of emergency exits, first aid procedures, and safety reminders.
 6. Monitor the implementation of **health protocols** (cleanliness, ventilation, waste management, etc.) during the convergence.
 7. Submit a **safety report** summarizing compliance and incident observations after the activity.
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10. Overall Steering Committee

Chairperson: Dr. Wilfreda D. Bongalos, CESO V – Schools Division Superintendent

Vice Chair: Maurine C. Castaño, SGOD Chief

Members: 1. Ma. Antonette P. Dugang, EPSvr SGOD

2. Janet T. Butalid, OIC Chief – CID

3. Liza Maquiling, EPS II – M&E

Functions:

1. Oversee the overall implementation of the convergence
2. Provide direction, approval, and final decisions on program concerns
3. Evaluate the success of the activity and provide post-event insights

9. Program and Emceeing Committee

(or Masters of Ceremony and Script Committee)

Lead: 1. Maximille Fidelis B. Baldo

2. Reymund Hurboda

Members: Supervised by the **Program Committee Chair** for alignment.

Functions:

- Prepare the **script, spiels, and transitions** based on the approved program flow.
- Coordinate with the **Program Committee** for segment cues, timing, and acknowledgments of guests.
- Deliver introductions, announcements, and transitions throughout the event professionally and engagingly.
- Ensure **smooth coordination** with the Documentation and Technical Support Committee for audio-visual and LED transitions.
- Maintain the **formality, decorum, and proper tone** of the program consistent with DepEd protocol.
- Assist in **program rehearsals** and ensure the readiness of hosts, readers, and presenters before the event.

10. Decoration Committee

Lead: Liza E. Maquiling

Members: 1. Japeth Reveal

Functions:

- Design and set up the **stage and venue decorations** in line with the event theme.
- Arrange the **backdrop, banner, and floral or visual displays** to enhance the program atmosphere.
- Coordinate with the **Technical Committee** for placement of lights and LED visuals.
- Ensure the **decorations are neat, safe, and ready** before the start of the activity.
- Assist in the **dismantling and clearing** of decorations after the event.

11. Usherettes Committee

Lead: Elizabeth Escolano

Members:

1. Adeline Carmen Dagamac
2. Rhodelia Tumanda
3. Rowena Pizarra
4. Rhizzel Rizalado

Functions:

1. Welcome and assist guests, participants, and VIPs upon arrival at the venue and facilitate the giving of leis to VIPs, guests, and awardees upon arrival or before the start of the program in coordination with the Program Committee.
 2. Guide attendees to their **designated seats or sections**, especially invited officials and partners.
 3. Ensure leis are **properly arranged and distributed** before the program starts.
 4. Assist the **Registration Committee** in checking attendance and distributing program materials or kits.
 5. Escort awardees, speakers, and presenters to and from the stage during the program.
 6. Maintain **order and decorum** in the audience area throughout the event.
 7. Coordinate with the **Program and Health & Safety Committees** to ensure smooth movement during transitions and recognition segments.
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Attire: *Business or Smart Corporate Attire*

Title of activity: 2025 Stakeholders Convergence & Appreciation Program

Tagline

HOPE 2025: “Honoring Outstanding Partners in Education”
