



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

**Office of the Schools
Division Superintendent**

DIVISION MEMORANDUM
No. 911 , s. 2026

October 28, 2026

**ORGANIZATIONAL MEETING OF THE WORKING COMMITTEE CHAIRS AND
SCHOOL HEADS FOR THE REGIONAL FESTIVAL OF TALENTS (RFOT)**

To: All Public-School Heads (Elem & Secondary)
Working Committee Chairs
CID Chief & Education Program Supervisors
Concerned Personnel

1. In preparation for the upcoming **Regional Festival of Talents (RFOT) on December 14–18, 2026**, with the Schools Division of Tagbilaran City serving as the host Division, an organizational meeting of all public elementary and secondary school heads and the working committee chairs is hereby scheduled on **November 3, 2026 (Tuesday), at 9:00 a.m. at the Division Conference Hall, Schools Division of Tagbilaran City.**
2. The meeting aims to discuss the overall preparations, specific responsibilities, coordination mechanisms, logistical requirements, and other essential matters to ensure the smooth, orderly, and successful conduct of the regional activity.
3. All working committee chairs are directed to attend the meeting and come prepared to present their respective committee plans, proposed activities, resource requirements, and other concerns requiring immediate action and coordination.
4. The **List of Working Committees and their respective assignments/functions** is attached to this Memorandum for reference and guidance.
5. The active participation, cooperation, and commitment of everyone are enjoined to ensure the successful hosting of this significant regional event.
6. For information, guidance, and compliance.


JOHN ARIEL A. LAGURA, PhD

Asst. Schools Division Superintendent

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

RFOT WORKING COMMITTEES

COMMITTEE	PERSONS INVOLVED	FUNCTIONS
1. Secretariat Committee (DCPNHS Library) Registration Committee	Chairperson: Genevieve J. Bongcac Co-Chair: Neolita S. Sarabia Jenelou John F. Israel Members: Marianne Calipes (Math) Trisha Anne Taguisa (Filipino) Irene Pulot (MAPEH) Phoebe Aranas (Science) Emily Acabo – (English) Marlene Estorosas – (SPFL) Faith Barrete – (TLE) Maximina Bebianio- (AP) Cherry Lecias – (Musabaqah) Camille Millang (SNED)	• Registration (per subject area during the solidarity meeting) • Serve as Information Desk • Monitoring • Distribution of IDs and kits
2. ICT and Scoring Committee	Chairperson: Jose Mariñas III V-Chairperson: Sarah Ann Corbita Members: Antonio Abucejo (Vice-Chair) Marc Cortidor (Science) Allan John Lawas (Math) Gerry Aranzado (TechPro) Wauston Joy Bitol (TechPro) Cary Escabarte (Filipino) Dejei Acero (English & SPFL) Lorna Lumayog (PE) Jeanette Baguhin (SNED) Wilson Mandin (AP and MEP)	• Online system • Receipts of Results • Verification of Documents (results submitted) • Tabulation and consolidation of results • Technical support • Ranking of Participants • Tie-Breaking
3. Finance and Budget Committee	Chairperson: Michelle T. Sagaral Co – Chair: Marife Rallos Members: Gina Gamao Margarita Tejano John Capon Ivy Joy Barbante Rosalie Tambis Rey Kallen RapiRAP	• Budget management • Disbursement and Liquidation • Procurement coordination
4. Billeting and Accommodation Committee	Chairperson: Basilides Sempron Co-Chair: Nilo Sendrijas Members: James Carlo Cuanag- Cogon ES AO Jan Iris Jane Baugbog - City East AO Marilyn Gotiay- Bool ES Principal Retchel Sumampong- Dampas AO Chona Roxas-Manga ES Principal Aldrin Pajo – San Isidro HS AO Dina Bustamante – TCSHS AO Grace Rios - Tiptip AO Ronelo Cañedo - Taloto ES AO	• Monitor billeting quarters (safety, security, water and electricity) • Prepare room assignments • Coordinate with support schools • Check-in and check-out • Coordinate housekeeping • Meal's coordination

	Eli Adel Pague – Ubujaan ES PDO Basilides Sempron – Mansasa ES Principal	
5. Transportation Committee (for VIPs)	Chairperson: Simon Rios Co-Chair: Joselito Galendo Members: Andrew Salise Nicanor Clavicillas Bernardito Taguisa Chrysostom Dalumbar	• Transport arrangements • Arrival and departure coordination • Seaport assistance • Shuttle services • Vehicle assignment • Parking management • Emergency transport
6. Food and Catering Committee-for opening program and Mayor's night (for VIPs)	Chairperson: Ma. Antonette Dugang Co-Chair: Chona Roxas Members: Rachel Omasas Marilou Bedrijo Haidee Felisilda Ana Mae Sayon Rizza Abarquez Laura Asas Myllyn Ayuban	• Snacks (opening program) • Special dietary requirements • Food quality monitoring • In-charge of coordinating with caterers for delegates' meals
7. Contests/Events Venue Preparation Committee	Chairperson: Beatriz Incog Co-chair: Cherry Michelle Collyer Members: Proserpina Doroy Corazon Samuya All Contest venue personnel and Contest TWG	• Venue setup • Stage preparation • Competition areas • Tables and chairs • Signages • Aftercare
8. Physical Facilities Committee (for billeting quarters)	Chairperson: Engr. Junicel T. Mancha Co – Chair: Engr. Teodoro Estoque Members: Mr. Edwin Dantes Mr. Eldibrando Correa Mr. Jerry Belicina Mr. Rosendo Gatillo Mr. Nathaniel Obod Mr. Romeo Baliling Mr. Alberto Malaya	• Electrical requirements • Water supply • Comfort rooms • Repair works
9. Program Committee Opening and Closing Program	Chairperson: Dr. Neolita Sarabia Co – Chair: Mr. Jose Marinas Jr. Members: Celeste Dumas – Emcee Cesar Pagulong - Emcee John Paul Tinampay Rene Gumop-as (and company) Dennis Galope (and selected MAPEH teachers) Japhet Revereal Farah Anaviso Albert Torres Schwyn S. Sarabia Edsel Lodonia Jarom Ciño	• Opening and closing program • Program Flow • Sound system • LED wall • Multimedia • Projectors • Computers • Internet • Livestreaming • Selection of talents & production flow

	Arnel Rosal Brian Rosal Alexis Pesquira Jeycelle Inting John Lloyd Lanoy Claire Carnecer Wilson Mandin II Victor Boniel	
10. Program lay-out and Invitation Committee	Chairperson: Filomena C. Tanggaan Co-Chair: Esther L. Cagas Members: Rosene Olaivar Michelle Pilayre Michelle Cahucom	• Prepare Program and Invitation • Distribution of Program and Invitation
11. Awards Committee (over-all) A. Trophies B. Plaques C. Medals D. Certificates of Participation (Signed by RD) and Appearance (signed by SDS).	Chairperson: Brendalou Arancana Co – Chair: Liza Maquiling Members: Elaine Centino Trisha Taguisa Anamae Concon Chinny Aparece Jocelyn Cutin Ms. Christine Saraum Jasmin Garlet Joanalli Intia Elaine Centino	• Preparation of medals • Trophies • Certificates • Ranking verification • Awarding Ceremony
12. Safety and Security Committee	Chairperson: Jericho Yarte Co-Chair: Felipe Epe Members: Melchor Daniel Jr Jerry Belecina Hilando Apare Dinnes Balatero Publio Acain/Kabalikat Radiocom Roy Miculob Victor Boniel Eli Adel I. Pague Security guards Tanods City PNPO City Task Force Boy Scouts/Rover Scouts	• Crowd management • Coordination with PNP/ security personnel • Fire safety • Emergency response • Lost and found
13. Medical and Emergency Response Committee	Chairperson: Dr. Lev V. Nadela Co-Chair: Dr. Vida Romero Members: Nicasio Degamo Rhodelia B. Tumanda Adeline Carmen Dagamac Rowena Pizarra Jerome Dacula Billy Wong Myra Balistoy	• First Aid • Emergency response protocols • Coordination with hospitals • Health monitoring

	Angelie Quilantang Donna Castil	
14. Documentation and Publication Committee	Chairperson: Aquilino Millar Jr Co-Chair: Japhet Revereal Members: Brian Rosal Jarom Cifio Rosemarie Maceren Jonathan Gales Kim Regalado Annilyn Alleo Josephine Himalalaoan John Lloyd Lanoy Faith Barrete Maximille Baldo	• Photography • Videography • Daily highlights • Press releases • Social media updates (DepEd Tagbilaran/Region Official Facebook Page) • Souvenir documentation • Prepare teaser in the led walls to be shown in all Led walls around the city
15. Parade Committee	Chairperson: Rex Celosia Co-Chair: Melchor Daniel Jr. Members: Jeferson Galido Nicanor Clavicillos Oliver Arcillas Victor Tesorero Virgilio Tupos Dinnes Balatero Jubel Martinez Selected Rover Scouts and Boy Scouts to be assigned for every division	• Public announcements • Communication center • Coordination with committees and HNU
16. Usherettes (opening and closing program)	Chairperson: Genevieve J. Bongcac Co – Chair: Elizabeth R. Escolano Members: Anna Mae Sayon Charlene Barrete Chona Uayan Zon Bri Curiba Joan Missiona Villa Cornel Renith Fideliz Alturas Jean Son Jerlyn Lumamba Presy Dagondon Kent Chadrich Evasco Antonette Oguis Reymund Hurbuda Kris Lara Torralba Cary Escabarte Presentacion Dagondon Jean Son	• Welcome guests • VIP assistance • Regional Office assistance
17. Decoration and Beautification Committee (Closing program-DCPNHS Gym)	Chairperson: Juanita Lafuente Co-Chair: John Torralba Members: Eufe Rhoda Galon	• Stage decoration • Floral arrangements • Backdrops • Photo booths

	Anabelle Pergamino Alaiza Goloso Rogelio Alago Rosendo Gatillo Floribel Jawel Nathaniel Obod Melonie Gumunit Rierie Sumampong Chinie Aparece Oliver Toh Julius Quilario Dan Joseph Barrete Genevieve Lajera Carlyl Sonlit	
18. Physical Arrangement (Opening Program- HNU Barder Gym and Closing Program- DCPNHS Gym)	Chairperson: Ma. Teresa Laroda Co-Chair: Porcino Bahalla Members: Edwin Dantes Jairus Tadena Hilario Aparre Rufino Datoy Carlyl Sonlit Ma. Paz Achaz Esther Torres Janice Lahoy Ritchel Sinapuelas	• Arrange chairs, tables, stage, and other equipment. • Ensures cleanliness, orderliness of the venue. • Assists in seating arrangements and crowd management. • Coordinates venue needs with other committees. • Restores the venue after the program
19. Procurement and Supplies Committee	Chairperson: Christian John Capon Co-Chair: Japhet Revereal Members: Faith Pascual Jose Andre Salisi Karen Gumba Chinie Aparece	• Office supplies • Contest materials • Equipment requests • Kit (program, fan etc...) • Inventory • Souvenir
20. Monitoring and Evaluation Committee	Chairperson: Esther L. Cagas Co-Chairs: Filomena C. Tanggaan Members Rosene Olaivar Darvy Amoy Bianca Arcayena	• Daily evaluation • Committee monitoring • Feedback gathering • Post-event assessment • Terminal report
21. Learners Rights Protection Committee	Chairperson: Atty. Tammy Relampagos Co – Chairs: Mae Conception Tezano Members: Joermelyn Pasilbas All RGCs and SGAs	• Protest handling • Appeals • Documentation • Resolution of concerns
22. Technical Committee	c/o Education Program Supervisors and team	• Contest Rules and Mechanics • Judges and adjudicators • Technical Standards

		• Resolution of Technical Concerns
23. Event Management Committee	c/o Education Program Supervisors and team	• Learning Area/Focal Persons • Event Coordinators • Venue Managers per contest • Contest Schedules • Coordination with coaches and contestants