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. 932 , s. 2026

November 5, 2026

CONDUCT OF THE RFOT 2026 HOST DIVISION READINESS AND ACTION-PLANNING WORKSHOP

To: All Education Program Supervisors
All Public Elementary and Secondary School Heads
All Working Committee Chairs
All Other Concerned Personnel

1. In preparation for the hosting of the **2026 Regional Festival of Talents (RFOT)** on December 14–18, 2026, the Schools Division of Tagbilaran City shall conduct a Readiness and Action Planning Workshop among Education Program Supervisors (EPS), School Heads, and Chairs of the different working committees on **November 23, 2026, at 8:30 AM, at Tagbilaran City Central ES, Tagb. City**.

2. The meeting aims to strengthen coordination, clarify responsibilities, assess the progress of preparations, and ensure the readiness of all concerned personnel, schools, and working committees for the successful and orderly conduct of the regional event.

3. Prior to the scheduled coordination meeting, all concerned are hereby directed to undertake the following preparatory activities:

A. For School Heads of Billeting Quarters and Support Schools

a. Organize school-based subcommittees composed of teachers and other appropriate personnel who shall be responsible for managing and overseeing the stay and welfare of the regional delegations assigned to their respective schools.
b. Conduct an initial inspection and assessment of school facilities and surroundings to ensure that the billeting quarters are clean, safe, functional, and conducive to accommodating visiting delegations.
c. Ensure the availability and functionality of the following essential facilities and provisions:

- Adequate and safe sleeping and bedding arrangements;
- Reliable water supply;
- Functional electricity and lighting facilities;
- Clean and functional comfort rooms and bathrooms;
- Adequate bathing and washing facilities;
- Designated drying areas for washed clothes;
- Proper waste disposal and sanitation facilities; and

H. Zamora St., Dampas, Tagbilaran City, Bohol
(038)427-1702; (038)427-2506
tagbilarancity.division@deped.gov.ph
http://www.depedtagbilaran.org

- Other necessary amenities to make the school premises comfortable and livable for the duration of the event.

d. Assign specific duties and responsibilities to members of the school subcommittees, particularly in monitoring the needs, safety, cleanliness, security, and general welfare of the assigned delegations.

e. Prepare an initial report on the status of facilities, identified deficiencies, and corresponding actions needed to address them before the arrival of the delegations.

B. For Chairs of the Different Working Committees

a. Convene their respective committee members before November 24, 2026, to discuss the assigned functions, responsibilities, expected outputs, and specific deliverables of each committee.
b. Develop an initial action plan indicating the activities, timelines, personnel assignments, logistical requirements, and other preparations necessary for the effective performance of their respective committees.
c. Identify possible concerns, resource requirements, and areas needing inter-committee coordination for appropriate action.
d. Prepare and present a brief progress report during the November 24 coordination meeting, highlighting accomplishments, preparations undertaken, concerns, and proposed actions.

4. **Submission of Means of Verification (MOVs).** All concerned School Heads and Working Committee Chairs are required to document their preparatory activities and submit the corresponding MOVs as evidence of compliance. These may include:

a. Minutes of meetings and attendance sheets;
b. Photographs of committee meetings and planning activities;
c. Copies of school-based committee designations and assignments;
d. Initial action plans and work schedules;
e. Photographs of billeting quarters and facility inspections; and
f. Initial assessment reports and other relevant documentation.

5. All required MOVs shall be shared through the designated **School Heads' Group Chat (GC)** for monitoring, validation, and consolidation by the Division. These documents shall serve as evidence of the progress of preparations and shall be presented during the November 24 coordination meeting.

6. All Education Program Supervisors are expected to provide technical guidance and closely coordinate with their respective **Working Committees and TWG in their respective Contest Events** to ensure alignment of activities, timely completion of deliverables, and effective implementation of assigned responsibilities.

7. The cooperation, commitment, and proactive involvement of all concerned are hereby enjoined to ensure that the Schools Division of Tagbilaran City delivers a successful, organized, and welcoming hosting of the 2026 Regional Festival of Talents. Attached to this Memorandum are the final Working Committees, Billeting Quarters, Matrix of Activities.

8. For strict compliance and guidance.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

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

REGIONAL FESTIVAL OF TALENTS 2026
HOST ORGANIZING COMMITTEE
December 14–18, 2026
Tagbilaran City Division

Steering Committee:
Overall Chairperson: Dr. Wilfreda D. Bongalos CESO V
Schools Division Superintendent

Co-Chairperson: Dr. John Ariel A. Lagura
Assistant Schools Division Superintendent

Vice Chairpersons: Dr. Janet T. Butalid – CID Chief
Ms. Maurine C. Castano – SGOD Chief

RFOT Division Focal: Mr. Joseph Barrete, EPSvr/Dr. Genevieve J. Bongcac – EPSvr

RFOT WORKING COMMITTEES

COMMITTEE	PERSONS INVOLVED	FUNCTIONS
1. Secretariat Committee/ Registration Committee	Chairperson: Genevieve J. Bongcac Co-Chair: Neolita S. Sarabia Members: Ermila Cardinas (Bohol) Marianne Calipes (Tagbilaran) Trisha Ann Taguisa (Mandaue) Irene Pulot (Lapulapu) Phoebe Aranas (Cebu City) Emily Acabo – (Talisay City) Carlyl Sonlit (Danao) Rachel Mende (Bogo) Richel Sinapuelas (Cebu Province) Mary Faith Barrete – (Naga) Maximina Babiano (Carcar) Cherry Lecias (Toledo)	• Registration (on site-arrival) • Serve as Information Desk • Monitoring
2. ICT and Scoring Committee	Chairperson: Engr. Jose Mariñas III V-Chairperson: Sarah Ann Corbita Members: Antonio Abucejo Marc Cortidor (Science) Allan John Lawas (Math) Wauston Joy Bitol (TechPro) Cary Escabarte (Filipino) Deijei 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	• Budget management • Disbursement and Liquidation

	Members: Gina Gamao Margarita Tejano Christian John Capon Ivy Joy Barbante Rosalie Tambis Rey Kallen Rapirap	• 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 Aldrin Pajo – San Isidro HS AO Dina Bustamante – TCSHS AO Grace Rios - Tiptip AO Eli Adel Pague – Ubujan ES PDO Ian Sumaylo –TCCES AO Ralph Botero AO and Melanie Buntag AO DCPNHS-JHS Basilides Sempron – Mansasa ES Principal	• 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
5. Transportation Committee (for VIPs)	Chairperson: Simon Rios Co-Chair: Joselito Galendo Members: Jose 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 Esther Torralba Mylyn Ayuban	• Snacks (opening program) • VIP meals (venue: waiting area backstage of Barder Gym) • Special dietary requirements • Food quality monitoring
7. Contests/Events Venue Preparation Committee	Chairperson: Beatriz Incog Co-chair: Cherry Michelle Collyer Members: Proserpina Doroy Corazon Samuya All Contest Venue personnel	• Venue setup • Stage preparation • Competition areas • Tables and chairs • Signages • Aftercare
8. Physical Facilities Committee (for billeting quarters)	**Chairperson:** Engr. Junicel T. Mancha Simon Rios – Water supply in-charge Co – Chair: Engr. Teodoro Estoque Members: Edwin Dantes Eldibrando Correa	• Electrical requirements • Water supply • Comfort rooms • Repair works

	Jerry Belicina Rosendo Gatillo Nathaniel Obod Rufino Datoy Romeo Baliling Robert Malaya	
9. Program Committee **Opening Program and Closing**	**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 Arnel Rosal Brian Rosal Alexis Pesquira Jeycelle Inting John Lloyd Lanoy Claire Carnecer Wilson Mandin II Victor Boniel	• Opening and closing program • Program Flow • Sound system • LED wall • Multimedia • Projectors • Computers • Internet • Livestreaming • Selection of talents & production flow
10. Program 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 • Seating arrangement
11. Awards Committee (over-all) A. Trophies B. Plaques C. Medals D. Certificate of Participation (Signed by RD) and Appearance (signed by SDS). ALL certificates **Note: Certificate of Winners by subject area at respected venue with names**	**Chairperson:** Brendalou Arancana Co – Chair: Liza Maquiling Members: Elaine Centino Trisha Ann Taguisa Ana Mae Concon Chinie Aparece Jocelyn Cutin Christine Saraum Jasmin Garlet Joanalli Intia	• 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	• Crowd management • Coordination with PNP/ security personnel • Fire safety • Emergency response

	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	• Lost and found
13. Medical and Emergency Response Committee *Note: 1 medical team per contest venue*	Chairperson: Dr. Lev V. Nadela Co-Chair: Dr. Vida Romero Members: Nicasio Degamo Rhodelia B. Tumanda Adeline Carmen Dagamac Rowena Pizarras Jerome Dacula Billy Wong Myra Balistoy Angelie Quilantang Donna Castil	• First Aid • Emergency response protocols • Coordination with hospitals • Health monitoring
14. Documentation and Publication Committee	Chairperson: Aquilino Millar Jr Co-Chair: Brian Rosal Members: Jarom Ciño Rosemarie Maceren Jonathan Gales Kim Regalado Annilyn Alleo Josephine Himalaloan John Lloyd Lanoy Mary Faith Barrete Maximille Fidelis Baldo	• Photography • Videography • Daily highlights • Press releases • Social media updates (DepEd Tagbilaran/Region Official Facebook Page) • Souvenir documentation • Teaser for Tabilaran City led walls
15. Parade Committee	Chairperson: Rex Celosia Co-Chair: Melchor Daniel Jr. Members: Jefferson Galido Nicanor Clavicillas Oliver Arcillas Victor Tesorero Virgilio Tupos Dinnes Balatero Jubel Martinez Selected 12 Rover Scouts and Boy Scouts to be assigned for every division	• Public announcements • Communication center • Coordination with committees
16. Usherettes	**Chairperson:** Genevieve J. Bongcac Co – Chair: Elizabeth R. Escolano Members: Anna Mae Sayon Charlene Barrete Chona Uayan Zon Bri Curiba	• Welcome guests • VIP assistance • Regional Office assistance • Souvenir distribution

	Joan Missiona Villea Cornel Renith Fideliz Alturas Jean Son Jerlyn Lumamba Presy Dagondon Kent Chadrick Evasco Antonette Oguis Reymund Hurboda Kris Lara Torralba Cary Escabarte Presentacion Dagondon	
17. Decorations and Beautification Committee (Barder Gym)	Chairperson: Juanita Lafuente Co-Chair: John Torralba Members: Eufe Rhoda Galon Anabelle Pergamino Alaiza Goloso Rogelio Alago Rosendo Gatillo Floribel Jawel Nathaniel Obod Melonie Gumunit Richard Sumampong Chinie Aparece Oliver Toh Julius Quilario Dan Joseph Barrete Genevieve Lajera Carlyl Sonlit	• Stage decoration • Floral arrangements • Backdrops • Photo booths
18. Venue, Sound System and Physical Arrangement (Opening Program- HNU Barder Gym and Closing Program- TCCES Gym)	**Chairperson:** Rex Celosia Co-Chair: Ma. Teresa Laroda Members: Victor Tesorero II Virgilio Tupos Jr Dougeford Castano Ananias Sumaylo Zandro Vidal Porcino Bahalla Jairus Tadena Hilario Aparre Ma. Paz Achaz Esther Torres Janice Lahoy	• 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: Ronilo Cañedo Angeli Faith Pascual Jose Andrew 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 Camille Milang 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 Tejano 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

DESIGNATED BILLETING QUARTERS AND SUPPORT SCHOOLS

DIVISION	BILLETING QUARTERS	SUPPORT SCHOOLS
1. Bohol	Cogon ES	
2. Cebu City	City East Elem	Cogon NHS-48 ES Cogon ES-19 Dampas ES-24 91
3. Cebu Province	Tagbilaran Science HS	DCPNHS SHS -91 Cabawan ES -10 City of Tagb NHS-12 113
4. Mandaue	Tiptip	
5. Lapu-lapu	DCPNHS-JHS -Grade 9 bldg	Dao ES-32 Taloto NHS-11 San Isidro ES-19 Booy ES-18 Booy South ES-17 Manga ES - 30 Taloto ES-17 144 187 -Putong
6. Talisay	DCPNHS-JHS-Grade 10 building	
7. Naga	San Isidro HS	
8. Carcar	Tagbilaran City Central School	
9. Toledo	Bool ES	
10. Danao	Ubujan ES	
11. Bogo	Mansasa ES	Mansasa NHS-48 Manga NHS-60
12. Tagbilaran		

PROGRAM MATRIX
Regional Festival of Talents
December 14-18, 2026

Day 0-December 14, 2026

Time	Activity	Venue	Persons Involved
8:00-Onwards	Arrival, Registration Blocking (Pinasayaw)	Respective Billeting Quarter Holy Name University Barder Gym	Billeting quarter incharge
3:00-5:00	Solidarity	Venue • English – Holy Name University Barder Gym • Filipino - Holy Name University Barder Gym • Science – Holy Name University Barder Gym • Math – Tagbilaran City Central Elementary School New building • TLE - Tagbilaran City Central Elementary School (Covered Court) • MAPEH – Holy Name University Barder Gym • AP/MADRASAH – Tagbilaran City Central Elementary School Library • SNED – Tagbilaran City Central Elementary School AV Hall • SPFL – Holy Name University Barder Gym	Technical Working Group per learning area

DAY 1: December 15, 2026

Time	Activity	Venue	Persons Involved
8:00-8:30	Assembly time	Holy Name University ground (Church area)	
8:31-9:00	Parade Flow of the Parade • Festival Banner or Official Tarpaulin	Holy Name University Church area going to Barder gym	Parade committee c/o Dr. Rex Celosia

	• Flag bearers • Holy Name University Drum & Lyre • DepEd Regional and Division Officials • Delegations 1. Bogo City Division 2. Bohol Division 3. Carcar City Division 4. Cebu City Division • Drum and Lyre - DCPNHS 1. Cebu Province 2. Danao City Division 3. Lapu-lapu City Division 4. Mandaue City Division • TCSH Drum and lyre 1. Naga City Division 2. Talisay City Division 3. Toledo City Division 4. Tagbilaran City Division • Manga NHS Drum and lyre		
8:30-12:00	Creative Writing Contest	HNU SHS Building Rm 401 and 402	c/o MAPEH TWG
9:31-11:30	Opening Program	HNU Barder Gymn	c/o Dr. Neolita S. Sarabia
1:00-5:00	Pinasayaw Contest	HNU Barder Gymn	c/o MAPEH TWG
5:00-5:30	Travel and preparation for the Mayor's Night		
5:31 Onwards	Mayor's Night	Tagbilaran City Hall	c/o Dr. Maria Antonette Dugang

Day 2-December 16, 2026

Time	Activity/Contest	Venue	Persons Involved
8:00-12:00	Cinemunti – Team Video Shoot	DCPNHS-JHS	MAPEH Technical Working Group
1:00-6:00 pm	Movie Poster making		
2:00-6:00 pm	Video editing and rendering		
8:00-12:00pm 2:00-5:00 pm	Folk Dance Competition-blocking Contest Proper		
9:00-2:00 pm	Song writing-music, chords, lyrics on MS Word		
8:00-5:00 pm	Dokyuwento -scriptwriting, shooting, editing	Holy Spirit School	Filipino Technical Working Group
8:00-5:00 pm	Advocacy Pitch	Holy Spirit School	English Technical Working Group
8:00-5:00 pm	Plot Twist Challenge	Holy Spirit School	English Technical Working Group
8:00-5:00 pm	Stemazing Math	Tagbilaran City Central Elementary School	Math Technical Working Group

Day 3 – December 17, 2026

Time	Activity	Venue	Persons Involved
8:00-10:00 am 10:00-12:00pm	Likhawitan-sound check for music Performance and Judging	DCPNHS-JHS	MAPEH Technical Working Group
8:00-5:00 pm	Stemazing Science	Holy Name University, SHS Building, Ground floor	Science Technical Working Group
8:00-12:00 pm	HistoPop Reason and Resolve	Tagbilaran City Central Elem School-Library	AP Technical Working Group
1:00-5:00	HistoPop Pop Dev Challenge	Tagbilaran City Central Elem School-Library	AP Technical Working Group
8:00-12:00 1:00-5:00	Lingo Starts “Trade Star” Planning, shooting and editing Lingo Starts contest proper	Holy Spirit School	English Technical Working Group
9:00-12:00	Dokyuwento-Viewing and Judging	Holy Spirit School	Filipino Technical Working Group
1:00-5:00 pm	Cinemunti Film showing and awarding of special citation	DCPNHS-JHS	MAPEH Technical Working Group

Day 4 December 18,2026

Time	Activity	Venue	Persons Involved
9:00-11:00	Awarding Ceremony Closing Program	Tagbilaran City Central Covered Court	
11:00	Travel Time Home Sweet Home		