



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

14 July 2026

DIVISION MEMORANDUM
No. 634 s.2026

**TECHNICAL WORKING GROUP COORDINATION MEETINGS AND
PREPARATORY ACTIVITIES FOR THE NATIONAL TEACHERS' MONTH
CELEBRATION 2026**

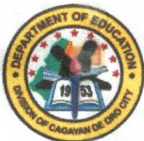
TO: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Selected Curriculum Implementation Division Personnel
All School Governance and Operations Division Personnel
Selected Office of the Schools Division Superintendent Personnel
Selected Elementary and Secondary Public-School Heads and Principals
Selected Teaching and Non-Teaching Personnel
This Division

1. In line with the request of the Department of Education–Central Office for DepEd Region X to host the 2026 National Teachers' Month Kick-Off Program on September 5, 2026, and in preparation for the successful conduct of the activity, this Office hereby announces the schedule of coordination meetings, technical preparations, rehearsals, and other related activities for the members of the Schools Division of Cagayan de Oro City Technical Working Group (TWG). The Division TWG shall serve as the counterpart of the Regional Office and Central Office Technical Working Groups to ensure the efficient planning, coordination, and implementation of all program components. The list of the Division Technical Working Group members is attached as **Annex A** and forms an integral part of this Memorandum.

2. Participants are the members of the Division Technical Working Group, Committee Chairpersons, Core Group, Production Team, and other personnel specifically identified and assigned to perform functions during the conduct of the National Teachers' Month Celebration 2026.

3. Schedule of Activities

Date	Time	Activity	Participants	Venue
July 15, 2026	10:00 AM – 5:00 PM	6th Coordination Meeting	Committee Chairpersons	Division Conference Hall



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>



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Date	Time	Activity	Participants	Venue
July 24, 2026	8:00 AM – 5:00 PM	Virtual Coordination Meeting with the Central Office	Core Group Committee	Virtual Platform
August 6, 2026	8:00 AM – 5:00 PM	Coordination Meeting	All Division Technical Working Group Members	Division Conference Hall
September 1, 2026	8:00 AM – 5:00 PM	Technical Coordination Meeting for the Technical Run	Technical Committee and Production Team	Division Conference Hall
September 3, 2026	8:00 AM – 5:00 PM	Technical Run and Pre-Draw	Selected Committees	Division Conference Hall
September 4, 2026	1:00 PM – 5:00 PM	Full Rehearsal	Selected Committees	Limketkai Atrium

4. Guidelines

- Attendance of all concerned personnel is mandatory.
- Committee Chairpersons shall ensure that all committee members are informed of the schedules and shall coordinate their respective preparations in accordance with the approved operational plan.
- School Heads are requested to make the necessary arrangements for the classes and teaching loads of teachers who are members of the Technical Working Group to enable them to attend the required meetings, technical preparations, and rehearsals without disrupting classroom instruction.
- Participants are expected to come prepared with committee updates, accomplishment reports, operational concerns, and other necessary documents during each coordination meeting.
- Travel and other authorized expenses of participants shall be charged to School Canteen.



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5. In adherence to the Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: as stated

Reference: N o n e

To be indicated in the Perpetual Index

under the following subjects:

NATIONAL TEACHER'S MONTH
PERFORMANCE ARTS

COMMUNICATIONS
REWARDS & RECOGNITION

DM034-SGOD-HRDS-MCTG / TECHNICAL WORKING GROUP COORDINATION MEETINGS AND
PREPARATORY ACTIVITIES FOR THE NATIONAL TEACHERS' MONTH CELEBRATION 2026

July 14, 2026



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Annex A. Technical Working Committee

COMMITTEE	NAME	TASK/S
Program Management	Program Lead: Roy Angelo E. Gazo Audie S. Borres Members: Rosalio R. Vitorillo Jean S. Macasero Arnel A. Calubag Risa Bea Borres Malou F. Navaja Gemma P. Pahayon	• Prepares memoranda and other correspondence relative to the conduct • Facilitate the coordination meeting, site visit to the venue with the hoist region • Facilitate the supplies and materials needed for the activity • Facilitate the financial requirements (Approved SARO), for the activity • Provide administrative assistance to the NTWG
Program Committee	Chair: Derrold Marl S. Aves Ignacio A. Gabule Jr.	• Develop the overall program framework for activity • Draft detailed program flow • Printing of program
Invitation, Briefers, RSVP/Confirmation Committee	Chair: Beverly Anne Nicolasora Phoebe Taruc Harlie Lim Abegail Gacang Emelyn Regotia	• Prepares the invitation of VVIPS, VIPS, and other guest • Confirmation of attendance of the invited guests • Provide complete list of invited and confirmed guests • Prepares briefer for the event • Letter-request security & medical responders
Registration Committee	Chair: Angela Vincent Corrales	• Prepares registration plan for NTM activities



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	Almira K. Reyes Godfrey Anthony T. Serojales Winston P. Cebrian Kharol P. Yamomo Catherine G. Ocate Nikka P. Geotoro Christy Amor A. Amoguis Eyzaville Q. Monteza	- Facilitates pre-registration and actual registration of participants - Facilitates the signed attendance sheets as accounting / COA requirements for liquidation - Provide complete list of attendees, participants and guest - Facilitate printing of Certificate of Appearance in coordination with the Region/ SDO assigned - Facilitates the distribution of CA
Protocol, Guests Relations and Ushering Committee	Chair: Shirley Merida Charlyn Baylon Milagros Recamadas Cynthia Yanez Janry Colonia Vanessa Martinez Marife Ramos Evelyn Q. Sumanda Jairus John Gochuco Christopher Andrew Alda Pedrita Jordan Denver Neri Irish Taboclaon Paul Badon Guest Relations and Ushering: Chair: Carol O. Lorono Ada Garceniego Lyra Monterola Russell Salungayan John Paul Pasigay Chibert Jala Ryan Tura	Protocol: - Assists the VVIPs, VIPS and other special guests and visitors of the event - Assign seating arrangement for the VVIPs, VIPs and guests Ushers: - Welcomes the guests, and participants - Ushers the participants to their assigned seats - Provide assistance to the guests and participants



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	Anna Recana Andrew Galagar Syville Nino Dumanon Elizabeth Macabodbod Ezra S. Tutor	Assists in the distribution of raffle winners (if needed)
Resource Mobilization Committee	Chair: Roy H. Lumban Romeo B. Aclo Celso Pagulon Elizer O. Teruel Margie Andrade Jenith Balsicas Hazel G. Jerusalem Annabelle J. Lariba Vaicar G. Mayake Christopher Andrew Alda Jay Hebia Engr. Ely Mamacalay JP Santos Loreto Llaban	- Leads the identification, engagement, and coordination of partners, sponsors, and exhibitors to support the NTM activities Specific tasks: - Coordinates booth requirements with the logistics and physical set-up committee - Prepares booth layout and exhibit map - Assists partners with exhibit requirements - Prepares the list of exhibitors - Ensure proper booth signages
Games, Raffles and Prizes Committee	Chair: Alvic Marie S. Francisco Rodel Megollas Ivan Gaspar Christian Daohog Charisse May Cebria Ma. Angelina Bucad Hazel Joy Zambrano Arabella Labial Margelie Fe M. Viajedor	- Facilitates games and raffles mechanics - Facilitates distribution of prizes and signing of winners - Prepares raffle /claiming stubs, if applicable - Monitors and provides list of winners to be submitted to the Program Committee/Accounting
Food and Accommodation Committee	Chair: Juliet N. Dolero Rubeneth Salazar Region 9: Jinnifer Espina Jobert M. Salingay	- Distribute food provisions for participants - Assigns accommodation for VVIPs, VIPs, Guest



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	Region 10: Leonora Alinsub Tito P. Yongao Region 11: Rico I. Cagape Edwin Mamba Region 12: Rosemarie Tolentino Engelbert Dela Pina CARAGA: Luisa U. Maliao Pinky Marris M. Fabria BARMM: Paraida Orangot Duque Caguindangan	• Provides assistance during check-in and out of guests and officials • Facilitates engagement of caterers/ food service providers • Provide a system distribution of food during practice, set-up and on the event day • ✓working committee – technical, security, medical, physical set-up and others • ✓Per –region on the event day • VVIPs and VIPs/Guest meals from the time of arrival to departure • Prepares attendance per meal (with coordination with the Registration committee)
Technical and Production Committee	Event Director: Mary Caress T. Galono Stage/Floor Director: Purcia Ang Jean Marie Cuevas Stage Manager: Noelfred Balarote Jechr Bug-os Technical: Chair: Jerry Taruc	Event, Stage and Floor directors: • Oversee production process & on-site operations during the event • Directs and supervise the flow of the program • Handles rehearsals and the actual conduct of the event • Assists in the program flow and its executions Technical: • Provides technical requirements • Handles the technical aspects



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	LED Projections & Lay-out: Chair: Ninia Marie Estillore Jon Rod Paigna Alleyah Espinosa Erwin Langam Livestreaming: Mark Edward Olango Lights & Sounds Director: Wilfredo Belono Jr. Documentation (Photo/Video): Chair: Lorynel Majaducon Allan Guibone Mary Andrade Marissa Dabalos Same Day Edit: Chair: June Zuseth Obsid Therese Maandig Christian Gem Pimentel	LED Projections & Lay-out: • LED projections, program, tarp - QR Livestreaming: Operate and manage the event livestream by ensuring the seamless setup, live broadcast, monitoring, recording, and archiving of audio-visual content in coordination with the Technical and Program Teams. Lights & Sounds: Oversee and manage the lighting and sound system to ensure high-quality audio-visual production and the smooth execution of all program activities throughout the event. Documentation: • Provides photo, video coverage • Promotes the event through social media accounts, TV radio and print Same Day Edit: Capture, edit, and produce a high-quality same-day highlight video showcasing key moments of the event for presentation during the
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		program or immediate post-event release.
Communication, Media Relations	Chair: Romeo B. Aclo January Gay Valenzona Jessica Hinacay Newsletter: Chair: Rochelle Luzano Helen R. Lucman Hasima N. Salic Nhyrejen De La Cerna Shera May L. Gochuco Marites G. Salan Rodwena Q. Loquero Margelina T. Tabian Michael Maestrado	• Prepares communication plan, press releases, and suggested talking points • Facilitates press conference/s and interviews relative to the celebration/activity, if there's any • Invite national and local media for the press conference (if applicable) Newsletter: • Submit final/post activity report that includes pictures and videos • Document the event by gathering information, writing news articles, and preparing the official event newsletter for publication.
Logistics and Physical Set-up Committee	Logistics & Physical Set-up: Chair: Engr. Ely Mamaclay Marcelo Q. Mabalos Engr. Jevie Jala Engr. Machy Tudas Alrose Veloz Saldi Vitorillo Jay-ar Labajan	• Prepares physical set-up before, during, and after the program • Coordinates with technical and production team re ingress-egress • Prepare layout design of program stage (if applicable), venue layout • Availability of holding areas, dining areas,



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	secretariat room and venue for press conference, if applicable • Prepares logistical requirements such as table, chairs, generator sets (standby as needed) booths/tents, electrical outlet
	Decoration: Chair: Karl Anthony Salise Decoration: Plan, install, and maintain all venue decorations, thematic displays, and event aesthetics in accordance with the approved design and program requirements.
Newsletter and Evaluation Committee	Evaluation: Chair: Eleanor Rollan Amor Radaza Evaluation: • Create Evaluation forms (QR Codes) coordinate with tech team
Transportation, Security and Traffic Committee	Transportation/ Traffic: Chair: Joel Lariba Macapangcat Mama Marvin Ramos Mel Bucod Ramil Damiles Roi Neri Security/Traffic: Chair: Ryan Blanco Raul Dechosa Jerson Herrero Johnrill Generoso Darwin Presas Roger Potane Ray Maghuyop Angelito Felisilda Sylvio Carciller Transportation: • Provides transportation for TWG, VIPs, special guests and entertainers (from arrival-departure) • Prepares security and traffic plan – in coordination with local PNP ✓Deployment and Parking Plan ✓Monitor the situation within the event premises ✓Dispersal Unit • Provide security patrol for VVIPs and VIPS to and from the airport, land and port areas



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	Roel O. Lamberte Francis Jose Luspo	For Communication with DRRM, PNP & BFP
Medical, Health and Wellness Committee	Chair: Dr. Baldomero Mark Meso Dr. Jam Chacon Dr. Peach Angara Crystal Christi Cartel Joan Arsua Sharon Polancos Michelle Pabelic Herlie Ontoy Kito Kristian Francisco	- Oversee the health and wellness of all participants - Provides standby ambulances, paramedics, and fire trucks - Prepares first aid booth coordination with Physical set up
Clean and Green Committee	Chair: Juan Mingo Jerly Eluna Alma Penonia Ajie Nangcas	Ensures the cleanliness of the venue before, during and after the event