



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

September 29, 2025

DIVISION MEMORANDUM
NO. 346, s. 2025

2025 NATIONAL TEACHERS' MONTH, NATIONAL TEACHERS' DAY,
AND WORLD TEACHERS' DAY CELEBRATIONS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
Education Program Supervisors
All Public Secondary and Elementary School Heads
All Others Concerned

1. Following Regional Memorandum No. 722, s. 2025 titled "2025 National Teachers' Month, National Teachers' Day, and World Teachers' Day Celebrations," this Office enjoins all Teachers and School Heads to participate in the Culminating Program on October 2, 2025, from 4:00 p.m. onwards at El Salvador City Central School.
2. Registration shall start at 3:00 p.m., and every school shall decide its attire. Snacks and Dinner will be served, charged to the Special Education Fund of the City.
3. The Working Committee and Program are attached to this Memorandum.
4. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
Reference: National Teachers' Month, World Teachers' Day,
National Teachers' Day
under the following subjects:

Culminating Program

RE: 2025 National Teachers' Month, National Teachers' Day,
and World Teachers' Day Celebrations
SGOD/Agf



Address: Zone 3, Tuburan, Poblacion, El Salvador City
Telephone Nos.: (088) 882-6326
Email Address: elsalvador.city@deped.gov.ph
Website: depedelsalvadorcity.net

Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 1



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

World Teachers' Day
October 2, 2025
WORKING COMMITTEE

COMMITTEE	MEMBERS	TASKS
Overall Head, Technical Working Group	Chair: Randolph B. Tortola, PhD, CESO V Co-Chair: Conniebel C. Nistal, PhD Members: Rolly B. Labis, EdD Ninian A. Alcasid, PhD Jeffrey M. Martinez, JD Analyn G. Fabria, PhD	- Prepares the following documents relative to the conduct of the activity: - Complete Staff Work, Activity Design, Division Memorandum - Estimated Budget, TORs, and Compositions of Working Committees. - Coordinates the arrangement of the venue - Invites and attends to the needs of the guests - Facilitates the preparation and overall flow of the program - Troubleshoots problem areas, if any
Program/Invitation	Chair: Kenneth Angel B. Guillena	- Prepares/Prints the program - Sends invitation/program
Decoration	Chair: Rene A. Conog Co-Chair: Bob T. Paquinol Members: ALS	- Prepares the plan and budget and presents it to the EXECOM - Prepares the layout - Decorates the venue
Tables, Chairs & Tents/Hall Preparation	Chair: Kevin B. Asequia Members: Division JOs All School Heads	- Coordinates with the decoration committee for the table skirting - Physical setup of the venue - Prepares the plan for the assigned area of the participants by school - Place markers on the assigned sets of participants and guests
Sound System and Lighting	Chair: Roque R. Sabasaje Co-Chair: Jeffrey Martinez Members: Charlotte Ytang	- Coordinates with the LGU in charge of the installation of speakers and lights - Checks the readiness of the sound system, microphones, and other electronic devices
Projector/Sound System Operator	Chair: Sherrie R. Dungog Co-Chair: Glenn John O. Isiderio	- Prepares the layout for the display - Coordinates with the Program Committee on the flow of the event - Ensures that music/videos are arranged according to the flow of the program - Prepares the names of teachers for the raffles
Food	Chair: Esmael V. Malaco Members: All PDOs, ADAS, ADA, and AOs	- Coordinates with the caterer - Ensures that the caterer abides by the provisions of the Sanitation Code of the Philippines - Facilitate the distribution of foods
Token	Chair: Lina C. Bejiga, PhD Co-Chair: Emely Yubuco Members: Shiela Marie B. Dahuyag Anecito Amoguis	- Prepares the distribution list - Facilitates the distribution of tokens





Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Opening Salvo/ Community Dancing	Chair: Vanity Jade Lazaga Co-Chair: Franz Maybelle Gaid Members: Nishi M. Abratiguin Jenice Mae L. Malaco Honey Luz S. Nacua	1. Prepares the music and selects members/participants 2. Takes charge of the practice
Registration and Attendance	Chair: Felanie Marie A. Lim Members: Personnel Unit	1. Prepares Registration Form and Attendance Sheet 2. Takes charge of registering and checking the attendance of the participants
Usher/Usherette	Chair: Nishi M. Abratiguin Co-Chair: Charmaine Irish L. Apdian Members: All ADAS	1. Prepares the lei 2. Assists and ushers the guests 3. Coordinates with the Committee on Physical Arrangement on the sitting arrangement of the guests and participants 4. Facilitates the cuing of the speakers/contestants to the stage
Documentation	Chair: Marie Jade A. Cacayan, PhD Members: All CID EPS	1. Ensure proper documentation of all activities conducted, including photographs, videos, and testimonials 2. Submit a terminal report summarizing the celebration's outcomes and highlights to the Division WTD Chairperson no later than October 7, 2025.
Health and Safety Protocol	Chair: Dr. Gladys Grace Cabeltes Co-Chair: Bridget Gale B. Gellor Members: All Division Nurses	1. Ensures that the minimum health standards are observed 2. Attends to the medical needs of participants and guests
Raffle and Awards	Chair: Cheriemy D. Daculan Co-Chair: Analyn G. Fabria Members: All SGOD Personnel	1. Engage partners and stakeholders 2. Prepares and facilitates the distribution of gift items
Finance	Chair: Maricel B. Jangao, CPA Co-Chair: Stephanie Saligumba, CPA Members: ABC Personnel	1. Settles obligations incurred before and during the activity 2. Prepares documents and disburses the cash award
Cleanliness and After Care	Chair: Sammy S. Tres Reyes Co-Chair: Jovel Labis Members: Elementary & Secondary School Heads	1. Ensures the cleanliness and orderliness of the venue before and after the program
Master of Ceremonies	Jovit D. Comon, PhD Karen Rose A. Serrania, PhD	1. Facilitates the flow of the program 2. Coordinates with the sound system committee



**World Teachers' Day
October 2, 2025**

PROGRAMME

PART I. 3:00 – 4:00 (REGISTRATION & DISTRIBUTION OF TOKENS & SNACKS)

PART II. 4:00 – Onwards (PROGRAM PROPER)

National Anthem	Savior Band
Prayer	PRINCESS ZHEL GUZMAN ECCS Grade 6 Pupil
City Hymn	Savior Band & Select Division Office Personnel
Opening Salvo	Non-Teaching Personnel (Staying Alive)
Welcome Remarks	RANDOLPH B. TORTOLA Schools Division Superintendent
Raffle Draw	(Minor Prizes)
Serenade to Teachers	Savior band
Message	HON. EDGAR S. LIGNES Mayor, El Salvador City
Raffle Draw	(Minor Prizes)
Message	HON. JULIETTE T. UY Provincial Governor, Misamis Oriental
Tribute to Teachers	RENE A. CONOG TA-I
Message	HON. YEVGENY VINCENTE B. EMANO Congressman, Misamis Oriental, 2 nd District
ARAL Program	NINIAN A. ALCASID Chief, CID
Raffle Draw	(Minor Prizes)
Serenade to Teachers	ALAN T. SACULINGAN Administrative Officer IV/Supply Officer
Grand Raffle Draw Awarding of Major Prizes To be awarded by:	(Major Prizes) RANDOLPH B. TORTOLA Schools Division Superintendent CONNIEBEL C. NISTAL, PhD Assistant Schools Division Superintendent
To be assisted by:	
Community Dancing	Give It Up

Program Hosts:

Jovit D. Comon, EPS-English
Karen Rose A. Serrania, SEPS-HRD