



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

DEPARTMENT OF EDUCATION
EL SALVADOR CITY- RECORDS SECTION
RELEASED
DEC 17 2025
Time: 11:20 By: S Control E

December 11, 2025

DIVISION MEMORANDUM
NO. 463, s. 2025

DIVISION STAKEHOLDERS' CONVERGENCE AND RECOGNITION OF
PARTNERS 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Partnerships Focal Person
Education Program Supervisors
Section Heads
Elementary and Secondary School Heads
School Brigada Eskwela Coordinators
Public and Private Partners
All Others Concerned

1. The Department of Education, Division of El Salvador City, through the Schools Governance and Operations Division (SGOD), announces the conduct of the Division Stakeholders' Convergence and Recognition of Partners 2025. The activity was initially set for December 18, 2025; however, due to overlapping of activities, it has been moved to a later date, with the venue to be announced through a separate memorandum.
2. The participants in this event are the ExeCom members, Elementary and Secondary School Heads, School Brigada Eskwela Coordinators, School PTA Presidents, Local Government Unit – City and Barangay, and Public/Private Partners.
3. The participants are encouraged to wear Barong (Male) and Filipiniana Long Gown (Female) during the conduct of the activity.
4. Attached in this Memorandum are the List of Stakeholders (Enclosure 1), Technical Working Group (Enclosure 2), and Program Flow (Enclosure 3).
5. Expenses to be incurred relative to the conduct of this activity shall be charged to the Program Support Fund-Building Partnerships and Linkages Program, Division MOOE, or local funds subject to the usual accounting and auditing rules and regulations.
6. This activity shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.



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7. For information and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH: As stated
To be indicated in the Perpetual Index
under the following subjects:

STAKEHOLDERS' CONVERGENCE
PARTNERSHIPS

Re: Division Stakeholders' Convergence and Recognition of Partners 2025

SGOD/BPLP/evm



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ENCLOSURE 1

CITY OFFICIALS		
NO.	NAME	POSITION
1	EDGAR S. LIGNES	CITY MAYOR
2	AGRIPIÑO D. ESTRADA, JR.	CITY VICE-MAYOR
3	RAFAEL PEDRO C. BACULIO	CITY COUNCILOR
4	KENT TRISTAN O. LIGNES	CITY COUNCILOR
5	ROLAND L. ANG	CITY COUNCILOR
6	REYNALDO L. DANGCAL, JR.	CITY COUNCILOR
7	AGUSTIN NORIEL B. GABULE	CITY COUNCILOR
8	AMIE B. CONTINEDO	CITY COUNCILOR
9	NILO T. PATES	CITY COUNCILOR
10	NARVING R. JAUDIAN	CITY COUNCILOR
11	JOHN MARC T. NOBLE	CITY COUNCILOR
12	JEEN ELLEN GRACE Y. CLARIN	CITY COUNCILOR
13	ADRIAN JOSH C. GABULE	SK FEDERATION PRESIDENT
14	ALFREDO S. PAZ	SP SECRETARY

BARANGAY CHAIRMAN		
NO.	NAME	BARANGAY
1	FELIPE R. ABEJUELA, JR.	AMOROS
2	ROBERTO O. RABUYA	BOLISONG
3	JERRY P. MAESTRE	COGON
4	PEPITO E. APAG	HIMAYA
5	RONNIE G. NOB	HINIGDAAN
6	LEO B. NOB	KALABAYLABAY
7	HARI ACE VIRGIL MANA	KIBONBON
8	ARNOLD F. MACARANDAN	MOLUGAN
9	EMMANUEL J. TAPAY	PEDRO SA BACULIO
10	EDWIN N. MANA	POBLACION
11	RIC E. OBA-OB	SAMBULAWAN



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12	ROEL L. SABELLA	SAN FRANCISCO DE ASIS
13	DELHMAR L. CATIIL	SINALOC
14	NELSON T. VILLARTE	TAYTAY
15	FELIPE B. CUARESMA	ULALIMAN

SPTA PRESIDENT		
NO.	NAME	SCHOOL
1	MECIL KABATUAN	AMOROS ES
2	JADEN A. HERNAEZ	BADIANGON ES
3	KARRYLYN APUS	BOLISONG ES
4	RYAN A. TRASONA	COGON ES
5	WELLA C. MACAHILOS	ECCS
6	SHELLA B. TAGUIC	HIMAYA ES
7	CHARLIE MAMBAYLA	HINIGDAAN ES
8	MARY JOY EDMILAO	KIBONBON ES
9	DELIA A. CAJILLA	MOLUGAN ES
10	JONWEL LAMBERTE	PSB ES
11	LEAH MAE DAROY	SAMBULAWAN ES
12	EUONEL A. DANDASAN	SAN FRANCISCO DE ASIS ES
13	NELYN D. CEPE	SINALOC ES
14	IRISH JANE P. BALIOS-NUYDA	TAYTAY ES
15	GRACE M. LINAO	ULALIMAN ES
16	ORLANDO M. LUMAHANG	COGON NHS
17	MICHAEL GAVIA	ECNHS
18	MICHAEL MANGUBAT	HIMAYA NHS
19	JONY P. JABAGAT	HINIGDAAN NHS
20	JEAN M. JIMENEZ	MOLUGAN NHS
21	DAISY ROSE A. BALASABAS	SAMBULAWAN NHS
22	EDDIE M. FABRICANTE	SAN FRANCISCO DE ASIS NHS
23	EMMA N. QUILAB	SINALOC NHS
24	ANALIE J. UNSAY	KALABAYLABAY IS



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PUBLIC AND PRIVATE PARTNERS

1	BUREAU OF JAIL MANAGEMENT AND PENOLOGY
2	CITY DISASTER RISK AND REDUCTION MANAGEMENT
3	BUREAU OF FIRE PROTECTION
4	PHILIPPINE NATIONAL POLICE
5	CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE
6	LOCAL YOUTH DEVELOPMENT OFFICE
7	CITY HEALTH OFFICE
8	CITY AGRICULTURE OFFICE
9	UNIVERSITY OF SCIENCE AND TECHNOLOGY OF SOUTHERN PHILIPPINES
10	PHINMA-CAGAYAN DE ORO COLLEGE
11	BDO NETWORK BANK-EL SALVADOR CITY BRANCH
12	CHINA BANK SAVINGS-CAGAYAN DE ORO CITY
13	MEGA SOFT HYGIENIC PRODUCTS INC
14	ORO INTEGRATED COOPERATIVE-EL SALVADOR CITY BRANCH
15	TAGNIPA EAGLES CLUB
16	TANDUAY DISTILLERS, INC.
17	UNIVERSAL ROBINA CORPORATION
18	NESTLE PHILIPPINES
19	YAKULT EL SALVADOR MANUFACTURING CORP
20	LANDBANK OF THE PHILIPPINES

SCHOOL BRIGADA COORDINATORS

1	AMOROS ES	JERVIE I. GOMEZ
2	BADIANGON ES	SARAH MAE F. CALURASAN
3	BOLISONG ES	WINCY R. BALAURO
4	COGON ES	ROVELYN D. AGARPAO
5	ECCS	NISHI M. ABRATIGUIN
6	HIMAYA ES	NICK C. RATUNIL
7	HINIGDAAN ES	JAN MARIE A. GABULE
8	KALABAYLABAY IS	MARICRIS B. BURAY
9	KIBONBON ES	JELLY JOY A. BUNA



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10	MOLUGAN CS	ETHEL GHRACE B. MACABINTA
11	PSB ES	JENNIE D. BANAAN
12	SAMBULAWAN ES	CHERRYLENE C. SANORIA
13	SINALOC ES	ARLINE A. CABILLO
14	TAYTAY ES	DARLIN JANE G. QUILAB
15	ULALIMAN ES	KENT IAN T. SACULINGAN
16	COGON NHS	CLEMBER LEI B. ABASULA
17	EL SALVADOR CITY NHS	JOCELYN T. BONAYOG
18	HIMAYA NHS	NICK C. RATUNIL
19	HINIGDAAN NHS	SHEILA C. BACULIO
20	MOLUGAN NHS	GIOVANNI A. MANGAYAN
21	SAMBULAWAN NHS	JOEY O. OCO
22	SFDA ES	LINDY O. MAESTRE
23	SFDA NHS	JELKHAM M. ROSAS
24	SINALOC NHS	JOMER T. PAQUINOL



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Enclosure 2

Technical Working Group

Committee / Assignment	Persons Involved	Tasks / Checklist
Steering Committee	Randolph B. Tortola, SDS Conniebel C. Nistal, ASDS Rolly B. Labis, EDD Ninian A. Alcasid, Ph Jeffrey M. Martinez, JD	<ul style="list-style-type: none"> • Approve plans, program, and budget • Oversee coordination among committees • Oversee overall event readiness • Approve list of awardees
Program Layout and Printing	Maricris P. Quismundo, SEPS	<ul style="list-style-type: none"> • Prepare and finalize program flow • Design and layout printed materials • Coordinate printing • Ensure accuracy of names and details
Plaques and Certificates	Cheriemy D. Generol, EPS II Jurica Ethel L. Estrada, PDO II	<ul style="list-style-type: none"> • Design templates for certificates/plaques • Coordinate printing and signing • Prepare items for awarding • Ensure correctness and completeness
Registration and Attendance	Marilou Y. Descallar, EPS II Shiela Marie B. Dahuyag, TA I	<ul style="list-style-type: none"> • Prepare registration forms • Manage registration desk • Encode attendance • Provide headcount updates
Meals and Snacks	James P. Clarabal, JO Anecito Amoguis, TA I	<ul style="list-style-type: none"> • Coordinate with food provider • Check quality and quantity • Set up distribution area • Ensure timely serving
Physical Arrangement and Setup	Kevin B. Asequia, PO III Johnell Francis S. Vacalares, EPS II Job Orders	<ul style="list-style-type: none"> • Arrange venue layout • Set up stage, chairs, tables • Install flags, podium, fixtures • Maintain cleanliness
Technical Preparations and Tarpaulin	Sherrie R. Dungog, ITO Glenn John O. Isiderio, PDO II	<ul style="list-style-type: none"> • Set up sound system & AV equipment • Prepare laptops/projectors • Test presentations/AVPs • Design backdrop/digital displays • Provide technical support during event
Ushers	Apple Kieth B. Arangoso Lea Mae C. Akut Adrian Gabriel D. Labadan Jon Louis O. Dacoco	<ul style="list-style-type: none"> • Welcome and guide guests • Assist in seating arrangements • Manage flow during awarding • Coordinate with registration and program



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Decoration and Styling	Rene Conog, TA I Bob T. Paquinol, HT I	<ul style="list-style-type: none"> • Prepare stage and venue decorations • Install floral and accent arrangements • Align décor with event branding • Ensure safety of decorative materials
Medical Responders	School Health and Nutrition Unit	<ul style="list-style-type: none"> • Set up first-aid station • Monitor health concerns • Provide immediate medical aid • Keep medical logs
QAME Team	Maricris P. Quismundo, SEPS Cheriemy D. Generol, EPS II	<ul style="list-style-type: none"> • Administer QAME tools • Validate processes and logistics • Document issues and best practices • Prepare QAME report
Hosts	Eric Gabriel C. Balili (T1) Joan F. Eran (TIII)	<ul style="list-style-type: none"> • Facilitate program flow • Introduce speakers and awardees • Maintain audience engagement • Coordinate timing with committees
After-Care Committee	Admin Section Job Orders	<ul style="list-style-type: none"> • Clean up venue • Pack and secure equipment • Check for lost items • Return borrowed materials
Documentation Committee	ALS Teachers	<ul style="list-style-type: none"> • Take photos and videos • Document key moments • Prepare photo repository • Provide photos for reports/social media



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Enclosure 3

PROGRAM FLOW

Time	Activity	Person In-Charge
8:00-8:30 AM	Registration of Participants	Secretariat
	Convergence and Recognition of Partners	Masters of Ceremony
8:30-8:40 AM	Pambansang Awit Prayer El Salvador City Hymn	Canned
8:40-8:50 AM	Acknowledgement of Stakeholders	Analyn G. Fabria SGOD, EPS
8:50-9:00 AM	Opening Remarks	Conniebel C. Nistal Asst. Schools Division Superintendent
9:00-9:10 AM	Inspirational Message	Randolph B. Tortola Schools Division Superintendent
9:10-11:30 AM	Audio Visual Presentation	School Brigada Activities
	Awarding of Plaques/Certificates	School Brigada Coordinators and School Heads
	Awarding of Plaques/Certificates	School PTA President
	Message of Commitment	Mr. Michael Mangubat Federated PTA President
	Awarding of Plaques/Certificates	Barangay Chairmen
	Message of Commitment	Hon. Felipe B. Cuaresma ABC President
	Awarding of Plaques/Certificates	Private Partners
	Message of Commitment	Manager Mega Soft Hygienic Inc.
	Awarding of Plaques/Certificates	Public Partners
	Message of Commitment	Hon. Edgar S. Lignes City Mayor
	Awarding of Plaques/Certificates	School Brigada Coors with School Heads
	Commitment Wall Signing	Internal and External Stakeholders
	Stakeholders' Sharing of Best Practices and Commitments	Selected Partners/Stakeholders
11:30-11:45AM	Closing Message / Photo Opportunity	Rolly B. Labis SGOD Chief