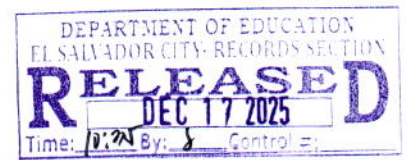




Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



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 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*





**Republic of the Philippines**  
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 SCHOOLS DIVISION OF EL SALVADOR CITY

**ENCLOSURE 1**

| CITY OFFICIALS |                            |                         |
|----------------|----------------------------|-------------------------|
| NO.            | NAME                       | POSITION                |
| 1              | EDGAR S. LIGNES            | CITY MAYOR              |
| 2              | AGRIPINO 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. CATIL   | SINALOC               |
| 14 | NELSON T. VILLARTE | TAYTAY                |
| 15 | FELIPE B. CUARESMA | ULALIMAN              |

| <b>SPTA PRESIDENT</b> |                            |                           |
|-----------------------|----------------------------|---------------------------|
| <b>NO.</b>            | <b>NAME</b>                | <b>SCHOOL</b>             |
| 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. LINAQ             | 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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| <b>PUBLIC AND PRIVATE PARTNERS</b> |  |
|------------------------------------|--|
| 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                                  |

| <b>SCHOOL BRIGADA COORDINATORS</b> |                 |                        |
|------------------------------------|-----------------|------------------------|
| 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             | JELKHIM M. ROSAS          |
| 24 | SINALOC NHS          | JOMER T. PAQUINOL         |





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**Enclosure 2**

**Technical Working Group**

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



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





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