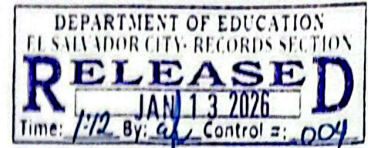




Republic of the Philippines  
**Department of Education**  
 REGION X - NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



JANUARY 12, 2026


DIVISION MEMORANDUM  
 No. 004 s. 2026

UPDATES TO 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  
 Education Program Supervisors  
 Section Heads  
 Elementary and Secondary School Heads  
 School Brigada Eskwela Coordinators  
 Public and Private Partners  
 All Others Concerned

1. Relative to DM No. 463, s. 2025 re: **Division Stakeholders' Convergence and Recognition of Partners 2025**, the field is hereby informed of the conduct of activity on **January 16, 2026, at 8:00 AM**, at the **Audio-Visual Room of El Salvador City Hall**.
2. Attached to this Memorandum are the updates on the List of Stakeholders (**Enclosure 1**), Technical Working Group (**Enclosure 2**), and Program Flow (**Enclosure 3**) for the conduct of this activity.
3. The participants in this activity shall wear smart casual or business attire and are encouraged to come on time for the activity.
4. All other provisions stipulated in the previous memorandum shall remain in effect.
5. This Division Memorandum adheres 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.
6. For information and compliance.

ATCH: DM No. 463, 2.2025  
 To be indicated in the Perpetual Index  
 under the following subjects:  
 STAKEHOLDERS' CONVERGENCE  
 PARTNERSHIPS

  
**RANDOLPH B. TORTOLA**  
 Schools Division Superintendent

SGOD/BPLP/eum



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**ENCLOSURE 1**

<b>CITY OFFICIALS</b>		
<b>NO.</b>	<b>NAME</b>	<b>POSITION</b>
1	HON. 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

<b>BARANGAY CHAIRMAN</b>		
<b>NO.</b>	<b>NAME</b>	<b>BARANGAY</b>
1	EVA B. MANABAT	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 F. MAÑA	KIBONBON
8	ARNOLD F. MACARANDAN	MOLUGAN
9	EMMANUEL J. TAPAY	PEDRO SA BACULIO
10	EDWIN M. MAÑA	POBLACION



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11	PAUL Z. VALMORIA	SAMBULAWAN
12	ROEL R. SABELLA	SAN FRANCISCO DE ASIS
13	DELMHAR L CATIIL	SINALOC
14	YORADYL E. MARCELLA	TAYTAY
15	DINAH JANE E. LIM	ULALIMAN

<b>SPTA PRESIDENT</b>		
<b>NO.</b>	<b>NAME</b>	<b>SCHOOL</b>
1	MECIL S. CABATUAN	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 CS
10	JONWEL C. 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	ANITA R. RUITA	ULALIMAN ES
16	ORLANDO M. LUMAHANG	COGON NHS
17	MICHAEL G. GAVIA	ECNHS
18	MICHAEL B. 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



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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, INC
19	YAKULT EL SALVADOR MANUFACTURING CORP
20	LANDBANK OF THE PHILIPPINES
21	GREATFIL TEAM, INC

<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



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8	KALABAYLABAY IS	MARICRIS B. BURAY
9	KIBONBON ES	JELLY JOY A. BUNA
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 A. OCO
22	SFDA ES	LINDY O. MAESTRE
23	SFDA NHS	JELKHIM M. ROSAS
24	SINALOC NHS	JOMER T. PAQUINOL

**2025 ESCDAA MEET OVERALL WINNERS**

**ELEMENTARY LEVEL:**

	<b>School</b>	<b>Sports Coordinator</b>	<b>School Head</b>
<b>Champion</b>	El Salvador City Central School	Marites G. Lignes	Sammy S. Tres Reyes
<b>First Runner Up</b>	Amoros Elementary School	Jervie I. Gomez	Roger E. Pagayon
<b>Second Runner Up</b>	Molugan Central School	Renante L. Unabia	Helen S. Palasan

**SPECIAL AWARD**

	<b>School</b>	<b>Sports Coordinator</b>	<b>School Head</b>
<b>Best in Saludo</b>	Himaya Elementary School	Melanie F. Bahian	Zigger E. Villahermosa
<b>Most Disciplined</b>	Amoros Elementary School	Jervie I. Gomez	Roger E. Pagayon



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**SECONDARY LEVEL:**

	<b>School</b>	<b>Sports Coordinator</b>	<b>School Head</b>
<b>Champion</b>	Molugan National High School	Joselito R. Hermoso	Marivic S. Torres Jessica C. Micabalo
<b>First Runner Up</b>	Cogon National High School	Aerol Kent A. Alawi	Melanie M. Fabrea Phoebe Joy M. Pacut
<b>Second Runner Up</b>	El Salvador City National High School	Jason Rey R. Romasanta	Nilo L. Lomongo Therese Angeli M. Romasanta

**SPECIAL AWARD**

	<b>School</b>	<b>Sports Coordinator</b>	<b>School Head</b>
<b>Best in Saludo</b>	Himaya National High School	Rux Lloyd Jude T. Casiño	Salvador T. Bendijo, II
<b>Most Disciplined</b>	El Salvador City National High School	Jason Rey R. Romasanta	Nilo L. Lomongo Therese Angeli M. Romasanta



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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 Conniebel C. Nistal, ASDS Rolly B. Labis, EdD Ninian A. Alcasid, Ph 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>	Chairperson: Maricris P. Quismundo, SEPS Member: Vanessa Prores L. Tiad	<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>	Chairperson: Jurica Ethel L. Estrada, PDO II Member: Cheriemy D. Generol, EPS 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>	Chairperson: Marilou Y. Descallar, EPS II Member: 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>	Chairperson: James P. Clarabal, JO Member: 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>	Chairperson: Francis S. Vacalares, EPS II Co-Chair: Kevin B. Asequia, PO III Members: ALS Teachers	<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>	Chairperson: Sherrie R. Dungog, ITO Member: 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/LED wall</li><li>• Test presentations/AVPs</li><li>• Design backdrop/digital displays</li><li>• Provide technical support during event</li></ul>
<b>Ushers</b>	Chairperson: Adrian Gabriel D. Labadan Members: Jon Louis O. Dacoco Apple Kieth B. Arangoso Rose Ann P. Igloria Rosemarie S. Magrina	<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>	Chairperson: Rene Conog, TA I Members: Job Orders	<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 a 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>	Chairperson: Maricris P. Quismundo, SEPS Member: Cheriemy D. General, 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) 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 Job Orders	<ul style="list-style-type: none"><li>• Clean up the 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**

<b>Time</b>	<b>Activity</b>	<b>Person In-Charge</b>
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	Molugan NHS-SPA Rondalla Czarina Baa & Rhea Abellanos, MNHS Canned
8:40-8:45 AM	Acknowledgement of Stakeholders	Analyn G. Fabria SGOD, EPS
8:45-9:00 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	Intermission Number	Eric Gabriel C. Balili and Marchie D. Riconalla, MNHS
	Awarding of Plaques/Certificates	School Brigada Coordinators and School Heads
	Awarding of Plaques/Certificates	School PTA President
	Message of Commitment	Mr. Michael B. Mangubat Federated PTA President
	Awarding of Plaques/Certificates	Barangay Chairperson
	Message of Commitment	Hon. Roberto O. Rabuya Liga ng mga Barangay President
	Awarding of Plaques/Certificates	Private Partners
	Awarding of Plaques/Certificates	Public Partners
	Message of Commitment	Hon. Edgar S. Lignes City Mayor
	Intermission Number	Molugan NHS-SPA Rondalla
	Awarding of the 2025 ESCDAA Meet Overall Winners	Elementary and Secondary School Heads
	Commitment Wall Signing	Internal and External Stakeholders
	Community Singing	Czarina Baa and Rhea Abellanos
11:30-11:45AM	Closing Message / Photo Opportunity	Rolly B. Labis SGOD, Chief