



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

March 17, 2026

DIVISION MEMORANDUM

No. 092, s. 2026

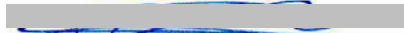
BAGONG PILIPINAS SERBISYO JOB FAIR

To: Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **Regional Memorandum: No. 246, s. 2026**, titled **Bagong Pilipinas Serbisyo Job Fair**. This Division will host the said event at the Third Floor, Executive Building, City Hall, El Salvador City Hotel, on March 25.
2. Attached is the List of the Working Committee. The committee shall proceed to the venue on March 24-25 to deliver the tasks given. This Memorandum also serves as **Authority to Travel** for all identified working committees and protocol officers.
3. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
4. This Office directs the immediate dissemination and strict compliance of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

For the Schools Division Superintendent:


CONNIEBEL C. NISTAL, PhD
Assistant Schools Division Superintendent

ATCH.: As stated

To be indicated in the Perpetual Index
under the following subjects:

ALS

JOB FAIR

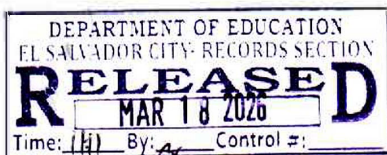
SHS

CID/NAA



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	SDS-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 4



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

March 17, 2026

DIVISION MEMORANDUM

No. 092, s. 2026

BAGONG PILIPINAS SERBISYO JOB FAIR

To: Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

- In reference to **Regional Memorandum: No. 246, s. 2026**, titled **Bagong Pilipinas Serbisyo Job Fair**. This Division will host the said event at the Third Floor, Executive Building, City Hall, El Salvador City Hotel, on March 25.
- Attached is the List of the Working Committee. The committee shall proceed to the venue on March 24-25 to deliver the tasks given. This Memorandum also serves as **Authority to Travel** for all identified working committees and protocol officers.
- This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- This Office directs the immediate dissemination and strict compliance of this Memorandum.

RANDOLPH B. TORTOLA

Schools Division Superintendent

For the Schools Division Superintendent:

CONNIEBEL C. NISTAL, PhD

Assistant Schools Division Superintendent

ATCH.: As stated

To be indicated in the Perpetual Index
under the following subjects:

ALS

JOB FAIR

SHS

CID/NAA



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	SDS-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	1 of 4



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

Attachment No. 1 to Division Memorandum No. 09, s. 2026

**Bagong Pilipinas Serbisyo Job Fair
Working Committees**

Committee	Members	Tasks
Over-all Head, Technical Working Group	Chair: Randolph B. Tortola Co-Chair: Conniebel C. Nistal	
Pre-Job Fair Activities	Chair: Melanie M. Ligutom Co-Chair: Ninian A. Alcasid	<ol style="list-style-type: none">1. Prepares the following documents relative to the conduct of the activity:<ol style="list-style-type: none">1.1 Complete Staff Work, Division Memorandum1.2 Estimated Budget, TORs and Compositions of Working Committees.2. Coordinates with PESO and Line Agencies3. Coordinates with PESO in the preparation and overall flow of the program, physical arrangement, and decoration4. Troubleshoots problem areas, if any
Program and Invitation	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none">1. Prepares the program and invitation
Intermission	Chair: Johnell Francis S. Vacalares Co-Chair: Jaypee A. Aturo	<ol style="list-style-type: none">1. Coordinates with the invitation committee2. Ensures that the presenters are at the venue prior to their number/presentation
Confirmation of Guests and Participants	Chair: Jan Kyle A. Santos	<ol style="list-style-type: none">1. Prepares google sheet on the confirmation of guests and participants
Food	Chair: Melanie M. Ligutom Co-Chair: Ninian A. Alcasid	<ol style="list-style-type: none">1. Coordinates with the caterer2. Ensures that the caterer abides by the provision of the Sanitation Code of the Philippines
Lei Preparation	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none">1. Prepares the lei2. Distributes lei to the ushers/usherettes3. Coordinates with the Usherette Committee



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Decoration	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none"> 1. Prepares the plan and budget and present it to the EXECOM 2. Prepares the layout and installs the backdrop (tarpaulin) 3. Decorates the venue
Physical Arrangement	Chair: Public Employment Service Office (PESO), El Salvador City	<ol style="list-style-type: none"> 1. Coordinates with the decoration committee for the table skirting 2. Does physical set up of the venue in 3. Prepares the plan on the assigned area of the participants by division 4. Sets-up markers on the assigned sets of the participants and guests
Ingress and Egress	Chair: Bernie A. Bongolto Co-Chair: Jay R M. Maca	<ol style="list-style-type: none"> 1. Prepares direction of entrance and exit, and setting up at a venue 2. Ensures the cleanup, and removal of materials after the event
Registration and Attendance	Chair: Kenneth Jane O. Ingente Co-Chair: Emelia L. Alquisalal Members: ALS Teachers	<ol style="list-style-type: none"> 1. Prepares Registration Form and Attendance Sheet 2. Takes charge of registering and checking the attendance of the participants
Usher/Usherette	Chair: Raymund U. Tomarong Co-Chair: Argelyn B. Mangayan Members: Catherine B. Buna	<ol style="list-style-type: none"> 1. Presents the lei to the guests and participants 2. Coordinates with the Committee on Physical arrangement on the sitting arrangement of the guests and participants
Protocol Officer	Chair: Marie Jade A. Cacayan Co-Chair: Melanie M. Ligutom	<ol style="list-style-type: none"> 1. Confirms expected time of arrival and expected time of departure of guests 2. Meets and greets the guests upon arrival 3. Ensures that the guests are comfortably settled at the hotel 4. Respond to the needs and queries of the guests 5. Distributes the token and the certificate of appearance to the assigned guests 6. Bids the guests safe travel



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

Documentation	Chair: Romel C. Abang Co-Chair: Jaypee A. Aturo	<ol style="list-style-type: none"> 1. Takes note of the preliminaries. 2. Takes pictures or videos of activities.
Sound System	Chair: Roque R. Sabasaje Co-Chair: Sherrie R. Dungog	<ol style="list-style-type: none"> 1. Coordinates with the program Committee on the flow of the event 2. Ensures that music/video are arranged according to the flow of the program 3. Checks the readiness of the sound system, microphones and other electronic device 4. Ensures availability of microphones
Health and First Aid	Chair: Dr. Bridget Gale B. Gellor Co-Chair: Cecille Z. Khobuntin Members: Vanessa Prores L. Tiad Franz Maybelle M. Gaid	<ol style="list-style-type: none"> 1. Ensures that the minimum health standards are strictly observed 2. Attends to the medical needs of participants and guests
Certificates/Plaques	Chair: DepEd Regional Office	<ol style="list-style-type: none"> 1. Prepares and prints the Certificate of Appearance, Participation, and Recognition 2. Facilitates the distribution of certificates by school

Handwritten signature



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	SDS-OSDS-F001	Rev	00
Effectivity	08.29.25	Page	4 of 4