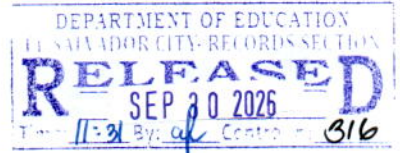




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 28, 2026

DIVISION MEMORANDUM
NO. 316, s. 2026

2026 EDUCATORS AND PERSONNEL DEVELOPMENT SUMMIT: ADVANCING
COMPETENCE FOR QUALITY SERVICE

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

1. The Department of Education-Division of El Salvador City will conduct the 2026 Educators and Personnel Development Summit on October 2, 2026, at El Salvador City Gymnasium from 8:00 a.m. to 5:00 p.m.
2. This activity aims to:
 - a. enhance their knowledge and skills relevant to their respective roles, functions, and responsibilities;
 - b. strengthen teaching, administrative, technical, and support-service competencies;
 - c. acquire updated knowledge on current trends, practices, policies, and innovations in education and workplace management;
 - d. develop effective strategies for improving work performance, productivity, and quality service delivery; and
 - e. promote the effective use of digital tools and innovative approaches in teaching, administration, and other professional functions.
3. Registration shall start at 7:30 a.m., and every school shall decide on its attire. Morning snacks and lunch will be served, charged to the City Special Education Fund (SEF), subject to the usual accounting and auditing rules and regulations.
4. Further, a coordination meeting of the Working Committee is on September 30 (Wednesday), 2:00 p.m. at the Division Conference Room. The Working Committee list is attached to this Memorandum.
5. This memorandum serves as the Official Authority to Travel of the participants.
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.



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5. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated
Reference:
under the following subjects:

Education Summit

RE: 2026 EDUCATORS AND PERSONNEL DEVELOPMENT SUMMIT:
ADVANCING COMPETENCE FOR QUALITY SERVICE
SGOD/Agf



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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	1. Prepares the following documents relative to the conduct of the activity: 1.1 Complete Staff Work, Activity Design, Division Memorandum 1.2 Estimated Budget, TORs, and Compositions of Working Committees. 2. Coordinates the arrangement of the venue 3. Invites and attends to the needs of the guests 4. Facilitates the preparation and overall flow of the program 5. Troubleshoots problem areas, if any
Food	Chair: Analyn G. Fabria Co-Chair: Cecille Z. Khobuntin Members: Jurica Ethel L. Estrada All PDOs, ADAS, ADA, and AOs	1. Prepares the documents for the food procurement and liquidation reports 2. Coordinates with the caterer 3. Ensures that the caterer abides by the provisions of the Sanitation Code of the Philippines 4. Facilitates the distribution of food.
Program and Invitation	Chair: Carmille V. Gahay Co-Chair: Vanity C. Lazaga	1. Prepares/Prints the program 2. Sends invitation/program 3. Prepares the music and selects members/participants 4. Takes charge of the practice and flow of the program during the activity
Decoration	Chair: Franz Maybelle M. Gaid Co-Chair: Bob T. Paquinol Members: Bridget Gale B. Gellor Vanessa Prores Tiad Sofia Manalondong Sheila Marie Dahuyag Anecito Amoguis	1. Prepares the plan and budget and presents it to the EXECOM 2. Prepares the layout 3. Decorates the venue
Tables, Chairs & Hall Preparation	Chair: Kevin B. Asequia Co-Chair: Esmael V. Malaco Members: Division JOs LGU-GSO LGU-City Sports Office	1. Coordinates with the decoration committee for the table skirting 2. Physical setup of the venue 3. Prepares the plan for the assigned area of the participants by school 4. Place markers on the assigned sets of participants and guests
Sound System and Lighting	Chair: Roque R. Sabasaje Members: Savior Band	1. Coordinates with the LGU in charge of the installation of speakers and lights 2. Checks the readiness of the sound system, microphones, and other electronic devices



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LED/Sound System Operator	Chair: Glenn John O. Isiderio Co-Chair: Maricris P. Quismondo	1. Prepares the layout for the display 2. Coordinates with the Program Committee on the flow of the event 3. Ensures that music/videos are arranged according to the flow of the program 4. Prepares the names of teachers for the raffles
Registration and Attendance	Chair: Felanie Marie A. Lim Co-Chair: Remy Jane M. Markinez 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 Co-Chair: Mark Jasper O. Pagayon 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, 2026.
Health and Safety Protocol	Chair: Irvin John R. Tagapulot 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: Franz Maybelle M. Gaid 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	Lynnel B. Uayan Jayson L. Gomez	1. Facilitates the flow of the program 2. Coordinates with the sound system committee
QAME	Chair: Maricris P. Quismondo Member: Marilou M. Descallar	1. Facilitates the evaluation after the activity