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
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November 12, 2026

DIVISION MEMORANDUM
No. 382, s. 2026

PARTICIPATION OF SCHOOLS IN THE 2026 HOLIDAY LIGHTS OPENING CEREMONY OF THE LOCAL GOVERNMENT UNIT (LGU)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In connection with the forthcoming Holiday Lights Opening Ceremony organized by the Local Government Unit (LGU), this Office announces the **Participation of Schools in the 2026 Holiday Lights Opening Ceremony of the Local Government Unit (LGU)**. All concerned schools and Division personnel are hereby enjoined to participate in the said activity as part of the DepEd's support for community engagement, cultural celebrations, and the promotion of unity and camaraderie during the holiday season.

2. Teachers and students are invited to participate in two major activities as part of the upcoming opening ceremony on December 1, 2026 (Tuesday), 7:00 pm at City Hall Grounds, City of El Salvador. *The Jingle Beats: A Singing and Dancing Caroling Competition* for teacher's category from select schools; while the *Christmas Broadway contest* for students from secondary schools.

3. Please see attached list of participating schools (Attachment 1) and contest guidelines and mechanics for each category, both elementary and secondary schools (Attachment 2).

4. Participation in this activity shall be subject to the non-disruption of classes policy stipulated in DepEd Order No. 9, s. 2025 titled "Instituting Measure to Increase Engaged Time on Task and Ensuring Compliance," Section 3 of Republic Act No. 5546. (Policy on Contributions) and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities)."

5. 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.

6. This Office directs the immediate dissemination and strict compliance of this Memorandum.

RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl; As stated
To be indicated in the **Perpetual Index**
under the following subject:

CONTESTS PERFORMANCE

RE: Participation of Schools in the 2026 Holiday Lights Opening Ceremony of the Local Government Unit (LGU)

CID/vjl

Attachment No. 1 to the Division Memorandum No. 382, s. 2026

List of Participating Schools

1. Jingle Beats: A Singing and Dancing Caroling Competition
For Teachers Only

- Amoros Elementary School
- El Salvador City Central School
- Himaya National High School
- Molugan Central School
- PSB Elementary School
- Taytay Elementary School

2. Christmas Broadway
For Students Only

- Cogon National High School
- El Salvador City National High School
- Hinigdaan National High School
- Kalabaylabay Integrated School
- Molugan National High School
- Sambulawan National High School
- San Francisco National High School
- Sinaloc National High School

Attachment No. 2 to the Division
Memorandum No. _____, s. 2026

Republic of the Philippines
Province of Misamis Oriental
LOCAL GOVERNMENT UNIT
CITY OF EL SALVADOR
Office Of The City Tourism
/0905-885-2527 Gmail /citytourism@elsalvadorcity.gov.ph /elsalvadorcity.gov.ph

Jingle Beats: Interschool Christmas Caroling Contest

TEACHERS' CATEGORY

CONTEST GUIDELINES AND MECHANICS

I. ELIGIBILITY AND PARTICIPATION

1. The contest is open to all public and private elementary and secondary schools within the City of El Salvador, Misamis Oriental.
2. All participants must be currently employed teachers in schools located within the City of El Salvador.
3. A maximum of ten (10) participating groups shall be accommodated for the Interschool Caroling Contest.
4. Participating schools shall be clustered according to their respective barangays to encourage collaboration and facilitate rehearsals. Elementary and secondary schools located within the same barangay may be clustered together to form one participating group. If a school has no partner school within its barangay, it may be clustered with a nearby school, whether elementary or secondary, provided that the schools can conveniently conduct joint rehearsals.
5. Each participating group must consist of a minimum of fifteen (15) and a maximum of twenty (20) members. All members are expected to participate actively in the performance.
6. Each group shall designate a representative who will coordinate with the organizers regarding contest requirements, rehearsals, submissions, and other announcements.

II. CHRISTMAS CAROL SELECTION AND PERFORMANCE GUIDELINES

1. The song or songs to be performed must be Christmas carols or Christmas-themed songs that reflect the joy, peace, love, hope, and meaning of the Christmas season.

2. Songs may be performed in English, Filipino, or any local dialect, provided that the lyrics are appropriate, respectful, and consistent with the spirit of Christmas.
3. Performances may be presented a cappella or with musical accompaniment, including live instruments or pre-recorded instrumental tracks.
4. Original musical arrangements are allowed, provided that the melody of the chosen Christmas carol remains recognizable.
5. All lyrics must be wholesome, respectful, and aligned with the values of the Christmas season.
6. Medleys are allowed, provided that the total performance does not exceed the prescribed time limit.
7. Background music and instrumental tracks are permitted, provided that the vocals remain clear and audible throughout the performance.
8. Groups may assign roles such as lead singers, harmony or choral singers, instrumentalists, and performers. However, all members are expected to contribute actively to the presentation.

III. CONTEST MECHANICS

1. Each group shall prepare and present a Christmas caroling performance in accordance with the prescribed guidelines.
2. Each performance must have a minimum duration of three (3) minutes and a maximum duration of five (5) minutes.
3. A deduction of two (2) points for every minute exceeding the maximum performance time shall be imposed.
4. Each group shall be given sixty (60) seconds for stage preparation and entrance and an additional sixty (60) seconds for exit and stage clearing.
5. Musical instruments, costumes, and props may be used to enhance the overall presentation, provided that they are appropriate for the Christmas theme.
6. The order of presentation shall be determined through a drawing of lots during the coordination meeting to be conducted by the City Government of El Salvador.
7. All participating groups must comply with the contest rules, submission deadlines, rehearsal schedules, and instructions issued by the organizers.
8. The decision of the Board of Judges shall be final and irrevocable.

IV. DATE, TIME, AND VENUE

The Jingle Beats: Interschool Christmas Caroling Contest – Teachers' Category shall be held as part of the opening program of the Golden Lights Ceremony.

- **Date:** December 1, 2026 (Tuesday)
- **Time:** 7:00 PM
- **Venue:** City Hall Grounds, City of El Salvador, Misamis Oriental
- **Live Streaming**: The event will be livestreamed on the official Facebook page of the City Government of El Salvador

All participating groups are expected to arrive at the venue at the time specified by the organizers for registration, preparation, and other pre-program activities.

V. SUBMISSION OF MUSIC AND LED WALL DESIGN

Participating groups that will use background music or submit an LED wall presentation must submit their materials on or before the following deadline:

- **Deadline:** November 29, 2026, at 12:00 midnight
- **Email Address:** citytorusim@elsalvadorcity.gov.ph

All submitted materials must be properly labeled with the participating group's name and other required identifying information.

Groups are encouraged to submit their materials ahead of the deadline to allow sufficient time for checking and preparation.

VI. REHEARSAL SCHEDULE

A free rehearsal schedule will be provided on November 30, 2026, one day before the opening of the Golden Lights Ceremony.

- **Date:** November 30, 2026 (Monday)
- **Time:** 3:00 PM to 8:00 PM
- **Venue:** City Hall Grounds

Please note that the rehearsal period is limited because the organizers will also conduct rehearsals for other presentations included in the opening program.

The detailed rehearsal itinerary and schedule of participating groups will be shared through the official group chat (GC).

All groups are expected to follow their assigned rehearsal schedules to ensure the smooth and orderly conduct of the event.

VII. CRITERIA FOR JUDGING

The participating groups shall be evaluated based on the following criteria:

CRITERIA	DESCRIPTION	PERCENTAGE
1. Voice Quality	Evaluates vocal clarity, harmony, blending, pitch, and the overall quality of the group's singing.	**30%**
2. Mastery and Timing	Assesses familiarity with the song, accuracy of lyrics, rhythm, musical coordination, timing, and smooth execution of the performance.	**30%**
3. Costume and Props	Evaluates the creativity, relevance, and visual appeal of costumes and props in relation to the Christmas theme.	**20%**
4. Choreography and Style	Examines the coordination, originality, expressiveness, and appropriateness of movements and stage presentation.	**10%**
5. Audience Impact	Measures the group's ability to captivate, entertain, and engage the audience through its overall performance.	**10%**
TOTAL		**100%**

Note: The decision of the Board of Judges shall be final and irrevocable.

VIII. AWARDS AND PRIZES

The following awards and cash prizes shall be given to recognize the outstanding performances of the participating groups.

A. Major Awards

AWARD	CASH PRIZE	RECOGNITION

1st Place	₱15,000.00	Plaque
2nd Place	₱10,000.00	Plaque
3rd Place	₱8,000.00	Plaque
Consolation Prize	₱5,000.00	Certificate

B. Special Awards

AWARD	CASH PRIZE	RECOGNITION
Best in Costume	₱3,000.00	Plaque
Golden Voices Award	₱3,000.00	Plaque

IX. SPECIAL PERFORMANCE DURING THE CLOSING CEREMONY

The winning group or groups, as determined by the organizers, shall be invited to perform their winning piece during the Unified Fireworks and Comedy Night, which will serve as the closing ceremony of the Christmas festivities.

Date: December 30, 2026
Time: 7:00 PM
Venue: City Grounds, City of El Salvador, Misamis Oriental

The winning group or groups shall perform their piece again as part of the closing celebration, showcasing the musical talent and Christmas spirit of the city's teaching community.

X. GENERAL PROVISIONS

1. All participating groups are expected to demonstrate sportsmanship, professionalism, cooperation, and respect throughout the competition.
2. Participants must observe the prescribed schedules, deadlines, and instructions issued by the organizers.
3. Any concerns or requests for clarification regarding the contest guidelines shall be addressed to the designated organizers or the committee in charge.
4. The organizers reserve the right to make necessary adjustments to the program and contest arrangements, provided that the participating groups are properly informed.

Republic of the Philippines
Province of Misamis Oriental
LOCAL GOVERNMENT UNIT
CITY OF EL SALVADOR
Office Of The City Tourism
/0905-885-2527 Gmail /citytourism@elsalvadorcity.gov.ph /elsalvadorcity.gov.ph

Christmas Broadway Interschool Singing and Dancing Contest

High School Category

Golden Lights Ceremony 2026
City Government of El Salvador, Misamis Oriental

I. DESCRIPTION OF THE CONTEST

Broadway refers to a style of musical theater that combines acting, singing, dancing, music, and storytelling to create an entertaining and meaningful stage performance. It brings stories to life through expressive acting, powerful vocal performances, synchronized choreography, and creative stage presentations.

The **Christmas Broadway Interschool Singing and Dancing Contest – High School Category** is a competition that aims to showcase the artistic talents, creativity, and performing abilities of high school students from public and private schools in the City of El Salvador, Misamis Oriental.

Through a Broadway-inspired musical presentation, participating groups shall perform an original or adapted Christmas-themed musical drama that highlights the joy, love, hope, generosity, unity, and spirit of the Christmas season.

The competition encourages students to express their talents through singing, dancing, acting, and storytelling while promoting camaraderie, school pride, creativity, and the celebration of Christmas in the community.

II. ELIGIBILITY AND PARTICIPATION

1. The competition is open to all public and private high schools, including senior high schools, located within the City of El Salvador, Misamis Oriental.
2. All participants must be currently enrolled students of the school they represent.
3. A maximum of ten (10) participating groups shall be accommodated in the competition.
4. Each participating group shall consist of a minimum of ten (10) and a maximum of fifteen (15) student performers. All members must actively participate in the presentation through singing, dancing, acting, or other appropriate performance roles.
5. Each school may organize its participating group according to its preferred creative concept, provided that all performers meet the eligibility requirements.
6. Each group shall designate one (1) official representative who will coordinate with the organizing committee regarding registration, contest requirements, submission of materials, rehearsals, and other announcements.
7. Each participating school must submit its official list of performers and other required registration documents within the deadline set by the organizing committee.

III. CONTEST GUIDELINES

A. Performance Concept and Theme

1. Each participating group shall create and present a Broadway-inspired Christmas musical drama that combines storytelling, singing, dancing, and acting into one cohesive performance.
2. The presentation must highlight the joy and meaning of Christmas, emphasizing values such as love, hope, kindness, generosity, family, friendship, unity, and giving.
3. Each group must present a clear storyline or scenario through a musical drama rather than relying solely on casual dialogue or disconnected musical numbers.
4. The performance may feature an original story or an adaptation of an existing Christmas story, provided that the presentation is appropriate for the competition and complies with applicable copyright requirements.
5. The presentation must demonstrate the essential elements of musical theater, including:

- **Storytelling and Acting** – A clear storyline conveyed through expressive acting and character portrayal.
- **Singing and Vocal Performance** – Appropriate vocal delivery, harmony, and musical expression.
- **Dancing and Choreography** – Creative, coordinated, and well-executed dance movements.
- **Stage Presentation** – Effective use of costumes, props, formations, and stage positioning.
- **Christmas Spirit** – A meaningful message that reflects the joy, hope, and values of Christmas.

B. Language and Musical Selection

6. Performances may use Cebuano/Bisaya, Filipino, English, or a combination of these languages.
7. All dialogue, lyrics, and movements must be appropriate for audiences of all ages. Offensive, discriminatory, vulgar, or otherwise inappropriate content is strictly prohibited.
8. Groups may use traditional Christmas carols, contemporary Christmas songs, original compositions, or other suitable musical selections that support their storyline and overall concept.
9. Musical selections must be integrated into the performance to enhance the storytelling rather than presented as unrelated songs.
10. Background music, recorded accompaniment, live musical instruments, and vocal harmonies are allowed.

C. Performance Duration

11. Each group shall be given a minimum performance time of three (3) minutes and a maximum of five (5) minutes.
12. The performance time shall begin with the first audible musical cue, dialogue, or stage action and end with the completion of the final performance element.
13. Performances shorter than three (3) minutes or longer than five (5) minutes shall be subject to corresponding deductions
14. Each group shall be given sixty (60) seconds for stage preparation and entrance and an additional sixty (60) seconds for exit and stage clearing
15. A deduction of two (2) points for every minute exceeding the maximum performance time shall be imposed. The organizing committee shall clarify the method of calculating deductions for partial minutes before the competition.

16. Groups are encouraged to rehearse their performances thoroughly to ensure that their presentations meet the prescribed time limit.

D. Costumes, Props, and Stage Materials

1. Costumes, props, hand-held materials, and other stage accessories may be used to enhance the overall presentation.
2. Costumes must be decent, presentable, and appropriate for the Christmas theme and the characters portrayed.
3. Props and stage materials must be safe to handle and must not cause harm, injury, or obstruction to performers, judges, or members of the audience.
4. The use of fire, pyrotechnics, hazardous materials, sharp objects, or other dangerous stage effects is strictly prohibited.
5. Groups must manage their own costumes, props, and personal belongings and ensure that the stage is cleared promptly after their performance.

E. Music and Technical Requirements

1. Participating groups using recorded background music must submit their final audio files in the required format and within the prescribed deadline.
2. Participating groups that will use background music or submit an LED wall presentation must submit their materials on or before the following deadline
3. Groups must ensure that all audio and visual materials are complete, properly edited, and ready for playback before the competition.
4. Technical difficulties caused by improperly submitted or incompatible materials shall be addressed by the organizing committee in accordance with the event's technical arrangements.

F. Order of Presentation

1. The order of presentation shall be determined through a drawing of lots during the coordination meeting organized by the City Government of El Salvador.
2. All groups must be present at the designated assembly area at the time specified by the organizers.
3. Failure to appear when called may result in disqualification or other appropriate action, subject to the decision of the organizing committee.

G. Compliance and Fair Play

1. All participating groups must observe the contest guidelines, submission deadlines, rehearsal schedules, and instructions issued by the organizing committee.
2. Participants must demonstrate sportsmanship, discipline, cooperation, and respect for fellow contestants, judges, organizers, and the audience.
3. Any form of cheating, deliberate disruption, or misrepresentation of eligibility may be grounds for disqualification.
4. The decision of the Board of Judges shall be final and irrevocable, subject to the official contest rules.

IV. DATE, TIME, AND VENUE

The **Christmas Broadway Interschool Singing and Dancing Contest – High School Category** shall be held as part of the opening program of the Golden Lights Ceremony.

Date: December 1, 2026 (Tuesday)
Time: 7:00 PM
Venue: City Hall Grounds, City of El Salvador, Misamis Oriental
Live Streaming: The event will be livestreamed on the official Facebook page of the City Government of El Salvador.

All participating groups are expected to arrive at the venue at the time specified by the organizing committee for registration, preparation, technical coordination, and other pre-program activities.

V. SUBMISSION OF MUSIC AND LED WALL DESIGN

Participating groups that will use background music or submit an LED wall presentation must submit their materials on or before the following deadline:

- **Deadline:** November 29, 2026, at 12:00 midnight
- **Email Address:** citytorusim@elsalvadorcity.gov.ph

All submitted materials must be properly labeled with the participating school's name and other required identifying information.

Groups are encouraged to submit their materials ahead of the deadline to allow sufficient time for checking, technical testing, and preparation.

Late submissions may not be accepted unless otherwise approved by the organizing committee.

VI. REHEARSAL SCHEDULE

A rehearsal schedule shall be provided on November 30, 2026, one day before the opening of the Golden Lights Ceremony.

Date: November 30, 2026 (Monday)
Time: 3:00 PM to 8:00 PM
Venue: City Hall Grounds, City of El Salvador, Misamis Oriental

The rehearsal period is limited because the organizers will also conduct rehearsals for other presentations included in the opening program.

The detailed rehearsal itinerary and schedule of participating groups will be shared through the official group chat.

All groups are expected to follow their assigned rehearsal schedules to ensure the smooth and orderly conduct of the event.

VII. CRITERIA FOR JUDGING

The participating groups shall be evaluated based on the following criteria:

CRITERIA	DESCRIPTION	PERCENTAGE
1. Storytelling, Christmas Theme, and Message	Evaluates the clarity and coherence of the storyline, integration of the Christmas theme, quality of the musical drama, effectiveness of character portrayal, and meaningful presentation of Christmas values such as love, hope, generosity, unity, and family.	**25%**
2. Creativity, Originality, and Stage Presentation	Evaluates the originality of the concept, creativity in presenting the Christmas story, effective use of costumes and props, visual appeal, stage arrangement, and innovative integration of acting,	**25%**

	singing, and dancing into a cohesive Broadway-inspired performance.	
3. Singing, Dancing, and Musicality	Evaluates vocal quality, pitch, harmony, musical interpretation, dance execution, choreography, synchronization, coordination among performers, and smooth transitions between dialogue, songs, and dance numbers.	**30%**
4. Acting, Stage Presence, and Audience Impact	Evaluates the performers' confidence, facial expressions, emotional delivery, character interpretation, stage presence, ability to engage and entertain the audience, and overall effectiveness in delivering an enjoyable and memorable Christmas musical performance.	**20%**
TOTAL		**100%**

JUDGING GUIDELINES

1. All participating groups shall be evaluated according to the approved criteria and corresponding percentages.
2. Performances must demonstrate the integration of storytelling, acting, singing, and dancing in a cohesive Broadway-inspired Christmas musical drama.
3. Judges shall consider the appropriateness of the musical selections, costumes, props, dialogue, and choreography in relation to the Christmas theme and the requirement that the presentation be suitable for audiences of all ages.
4. Performances must comply with the prescribed duration of three (3) to five (5) minutes. Applicable deductions shall be imposed for performances that fall outside the required time limit, in accordance with the contest guidelines.
5. The designated tabulation committee shall consolidate the scores submitted by the judges to determine the final rankings.
6. In the event of a tie, the group with the higher score in **Singing, Dancing, and Musicality** shall be declared the winner. If the tie remains, the higher score in **Storytelling, Christmas Theme, and Message** shall prevail.
7. The decision of the Board of Judges shall be final and irrevocable.

VIII. AWARDS AND PRIZES

The following awards and cash prizes shall be given to recognize the outstanding performances of the participating groups.

A. Major Awards

Award	Cash Prize	Recognition
1st Place	₱15,000.00	Plaque
2nd Place	₱10,000.00	Plaque
3rd Place	₱8,000.00	Plaque
Consolation Prize	₱5,000.00	Certificate

B. Special Awards

Award	Cash Prize	Recognition
Best in Broadway Costume	₱3,000.00	Plaque
Golden in Theatrical Perfor-mance	₱3,000.00	Plaque

IX. SPECIAL PERFORMANCE DURING THE CLOSING CEREMONY

The winning group or groups, as determined by the organizers, may be invited to perform their winning piece during the **Unified Fireworks and Comedy Night**, which will serve as the closing ceremony of the Christmas festivities.

Date: December 30, 2026
Time: 7:00 PM
Venue: City Grounds, City of El Salvador, Misamis Oriental

The invited group or groups shall once again showcase their musical talents and Christmas spirit as part of the city's closing celebration.

The organizing committee shall coordinate with the invited group or groups regarding performance requirements, schedules, and other necessary arrangements.

X. GENERAL PROVISIONS

Republic of the Philippines
Province of Misamis Oriental
CITY OF EL SALVADOR
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OFFICE OF THE CITY MAYOR
Tel no. (088)555-0312 | e-mail: mayorsoffice@elsalvadorcity.gov.ph

BAGONG PILIPINAS

October 26, 2026

DR. RANDOLPH TORTOLA
Schools Division Superintendent
Department of Education
Schools Division of El Salvador City

RECEIVED
OCT 27 2026
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Dear Dr. Tortola:

Warm greetings!

The City Government of El Salvador, through its year-end holiday celebration, is preparing a series of activities to promote community participation, creativity, and the spirit of unity among the city's educational institutions.

In this regard, teachers and students are invited to participate in two major activities as part of the upcoming **2026 Holiday Lights Opening Ceremony**: the **"Jingle Beats: A Singing and Dancing Caroling Competition"** for teachers and the **"Christmas Broadway"** contest for students. These activities aim to showcase the talents of our educators and learners while fostering camaraderie, creativity, and community engagement during the holiday season.

In line with this, we respectfully request a coordination meeting with your good office and the concerned school representatives on **Thursday, October 29, 2026, at 2:00 PM, at the Executive Conference Room, Office of the City Mayor, El Salvador City**.

The meeting will serve as an opportunity to discuss the proposed activities, participation guidelines, mechanics of the competitions and presentations, program flow, and other important arrangements to ensure the smooth and successful implementation of the events.

We sincerely hope for your favorable response and the participation of your designated representatives in this coordination meeting. Your continued support and cooperation will be instrumental in making this year's holiday celebration meaningful, engaging, and memorable for the entire community.

Thank you for your continued partnership and support.

Very truly yours,

EDGAR S. LIGNES
City Mayor