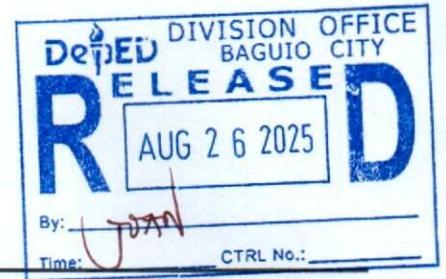




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**



August 26, 2025

DIVISION MEMORANDUM  
 No. **511-2025**

**CELEBRATION OF THE 57TH FOUNDING ANNIVERSARY OF THE SCHOOLS  
 DIVISION OF BAGUIO**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 All Others Concerned

1. In commemoration of the 57th Founding Anniversary of the Schools Division of Baguio, with the theme "Honoring Yesterday, Nurturing Today, Empowering Tomorrow @ 57," this office announces that the celebration will be held on September 9, 2025, at the PFVR Gymnasium.

2. This initiative seeks to pay tribute to the foundation laid by our predecessors, support the ongoing growth and commitment of our educators and learners, and strengthen our collective capacity to face future challenges with excellence.

3. The participants in this activity are as follows:

Particulars	Number
a. SDO Personnel (Regular, COs, JOs, OJTs, COA)	143
b. School Heads	67
c. Guests/Visitors/Retirees	15
<b>Total</b>	<b>225</b>

4. Enclosed with this memorandum are the lists of working committees and the activity matrix for reference and guidance

5. All participants are advised to wear semi-formal or smart casual attire in the morning, and comfortable clothing suitable for wellness activities in the afternoon.

5. For information, guidance and dissemination.

**SORAYA T. FACULO PhD, CESO VI**  
 Schools Division Superintendent



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure 1 to Division Memorandum No. **511-2025**

**Indicative Activity Matrix**

<b>Date/Time</b>	<b>Activity</b>	<b>Assigned Personnel</b>
September 9, 2025  PART I 8:00-8:30 A.M.	Registration	Ms. Lilibeth G. Degsi & Finance Staff
PART II 8:31-9:30 A.M.	Ecumenical Thanksgiving Prayer Service	CES Niño M. Tibangay & SGOD Staff
PART III 10:01-10:20 A.M.	PROGRAM PROPER Preliminaries Doxology Pambansang awit Acknowledgement of Participants  Opening Remarks	CID Choral Group  Emcee  ASDS Carmel F. Meris
10:21-12:00 N.N.	SDO Baguio Historical Presentation *Highlights of Accomplishments (from Sept 2024 – August 2025)  Introduction of the Guest Speaker  Message  Intermission  Closing Remarks  Cultural Dance Presentation	CES Juliet C. Sannad & CID Supervisors  SDS Soraya T. Faculo  PESPA/NAPSSHI  Chief Juliet C. Sannad  Mr. Valeriano Accad, Mr. Jackson Caya-os & Company
12:01-1:00 P.M.	Fellowship Lunch	
1:01-5:00 P.M.	Wellness Activity	Dr. Arlene O. Awing & Medical and Dental Staff
Masters of Ceremonies: Mr. Jerry C. Ymson and Ms. Armi Victoria A. Fiangaan		



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

Enclosure 2 to Division Memorandum No. **511-2025**

**Working Committees**

<b>Committee</b>	<b>Functions</b>
<p>Registration Lead: Lilibeth G. Degsi Members: Finance Staff</p>	<ol style="list-style-type: none"><li>1. Set up the registration area and prepare the necessary attendance sheets or forms.</li><li>2. Manage the registration process, ensuring that all participants sign the attendance sheets upon arrival.</li><li>3. Secure and organize the signed attendance sheets for documentation and liquidation purposes.</li></ol>
<p>Ushers Lead: Arian C. Bangse-il Members: Admin Staff</p>	<ol style="list-style-type: none"><li>1. Welcome and assist participants upon arrival, and provide guidance on seating arrangements and designated areas</li><li>2. Distribute programs and other materials, if necessary.</li><li>3. Provide basic information or directions to participants as needed.</li><li>4. Support in crowd control during transitions or breaks.</li><li>5. Assist in emergency procedures, if necessary (e.g., guiding people to exits).</li></ol>
<p>Physical Arrangement Lead: Nieves D. Ebanio Asteria Elena L. Fagyan Members: General Services</p>	<ol style="list-style-type: none"><li>1. Arrange the physical layout of the venue, including seating, tables, and other necessary furniture a day before the event.</li><li>2. Coordinate with other committees (e.g., Registration, Sound System and Audio-Visual) to ensure that all physical arrangements are properly aligned.</li><li>3. After the event, remove and properly store or dispose of stage decorations and other setup materials.</li><li>4. Ensure that the event venue is cleaned and restored to its original condition.</li></ol>
<p>Sound System/ Audio-Video Equipment Lead: Harris G. Dizon Members: ICT Staff</p>	<ol style="list-style-type: none"><li>1. Install and set up sound equipment, including microphones, speakers, and other audio-visual equipment such as projectors, screens, and computers a day before the event.</li><li>2. Coordinate with speakers, performers, and presenters to collect and prepare audio-visual materials.</li><li>3. Operate and manage the sound and audio-visual systems during the event, including adjusting volume levels and addressing any technical issues.</li><li>4. Dismantle and properly pack up all sound and audio-visual equipment after the event.</li></ol>
<p>Stage Decoration Lead: Rosanna D. Dizon Members: Patrick Bessat, Alma Vissia B. Tano, Kimberly Reyanne P. Yap, Gerald S. Menzi, Chester Washington O. Bayao</p>	<ol style="list-style-type: none"><li>1. Design and set up the stage and venue decorations in line with the event's theme and program requirements a day before the event.</li><li>2. Ensure all decorative materials are safely and securely installed prior to the start of the event.</li></ol>



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

	<ol style="list-style-type: none"> <li>3. Coordinate with the Physical Arrangement and Program Committees to align stage design with stage activities and flow.</li> <li>4. Maintain the cleanliness and neat appearance of the stage area throughout the event.</li> <li>5. After the event, remove all decorations and ensure proper storage, disposal, or return of materials used.</li> </ol>
<p><i>Documentation/ AV Presentation</i>  <i>Lead: Christopher David G. Oliva</i>  <i>Members: LRMS Personnel</i></p>	<ol style="list-style-type: none"> <li>1. Prepare and set up the necessary equipment for documentation and audio-visual presentations before the event.</li> <li>2. Coordinate with the committee on Historical Presentation and highlights of accomplishments to gather materials needed for the event's AV presentations.</li> <li>2. Capture key moments of the event through photographs, video recordings, and brief written notes.</li> <li>3. Compile and organize all documentation, including photos, videos, and written reports, for submission to and archiving by the Division Information Officers.</li> <li>4. Ensure that all documentation outputs are properly labeled, edited if needed, and submitted promptly after the event.</li> </ol>
<p><i>Communication/ Invitation/ Program</i>  <i>Lead: Armi Victoria Fiangaan</i>  <i>Members: Supervisors</i></p>	<ol style="list-style-type: none"> <li>1. Prepare and send formal invitations and communication letters to SDO retirees, guest speakers, and other invited guests.</li> <li>2. Design, draft, and finalize the official event program in coordination with the Program Committee and other relevant teams.</li> <li>3. Distribute the invitations and event programs, ensuring they are received by all intended recipients in a timely manner.</li> <li>4. Coordinate follow-ups or confirmations from invited guests, as necessary.</li> </ol>
<p><i>Refreshments/ Fellowship lunch</i>  <i>Lead: Vima G. Cadungog</i>  <i>Members: Supply and Procurement Staff</i></p>	<ol style="list-style-type: none"> <li>1. Coordinate with the catering service provider to ensure the timely delivery and proper handling of food and beverages at the venue.</li> <li>2. Oversee the set-up of food stations, buffet areas, or serving tables in coordination with the Physical Arrangement Committee.</li> <li>3. Ensure that guests and visitors are appropriately served food and beverages at their designated tables.</li> <li>4. Monitor cleanliness and orderliness in the dining area throughout the duration of the meal service.</li> </ol>
<p><i>Historical Presentation</i>  <i>Lead: Chief Juliet C. Sannad</i>  <i>Members: Mary Jane N. Malihod</i>  <i>Marina D. Tabangcura</i></p>	<ol style="list-style-type: none"> <li>1. Gather and review relevant historical data, records, and milestones of the Schools Division of Baguio.</li> <li>2. Coordinate with former and current personnel, as well as the Division Information</li> </ol>



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OF BAGUIO CITY**

	<p>Officers, to collect materials and verify information.</p> <p>3. Prepare a visual or multimedia presentation showcasing the division's history, key achievements, and milestones over the past 57 years.</p> <p>4. Coordinate with the Program and AV/Documentation Committees for the proper scheduling and technical presentation during the event.</p>
<p><i>Ecumenical Thanksgiving Prayer Service</i>  <i>Lead: Chief Nino M. Tibangay</i>  <i>Members: SGOD Staff</i></p>	<p>1. Plan and organize the flow of the Ecumenical Thanksgiving Prayer Service in coordination with religious representatives.</p> <p>2. Invite and coordinate with leaders to lead prayers or reflections.</p> <p>3. Coordinate with the Physical Arrangement and Sound System Committees for venue setup and technical needs.</p> <p>4. Ensure a solemn and respectful atmosphere during the prayer service.</p> <p>5. Serve as point persons for any concerns related to the prayer service before, during, and after the event.</p>
<p><i>Wellness Activity</i>  <i>Lead: Arlene O. Awing</i>  <i>Members: Medical and Dental Staff</i></p>	<p>1. Plan and organize wellness activities that promote physical, mental, and emotional well-being of the participants.</p> <p>2. Coordinate with health professionals or fitness instructors to facilitate activities such as exercises, relaxation sessions, or health talks.</p> <p>3. Prepare and manage the materials and equipment needed for the wellness activities.</p> <p>4. Ensure the safety and comfort of all participants during the activities.</p> <p>5. Promote active participation and encourage healthy lifestyle practices throughout the event.</p>
<p><i>Floor Director</i>  <i>Ms. Rosiebeel Marzo Marzo</i></p>	<p>1. Manage and coordinate the flow of the program on the event floor according to the approved schedule.</p> <p>2. Serve as the primary point of communication between the emcee, performers, and technical teams.</p> <p>3. Cue speakers, performers, and presenters on their turn and ensure smooth transitions between segments.</p> <p>4. Monitor timing and signal the emcee or production team to keep the program on schedule.</p> <p>5. Guide audience movements as necessary to facilitate smooth program flow and minimize disruptions.</p>