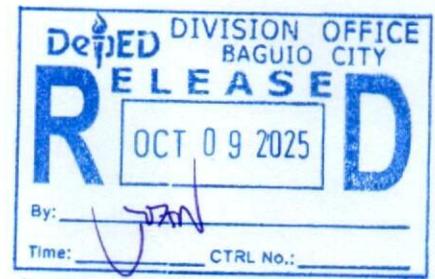




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



OCTOBER 9, 2025

DIVISION MEMORANDUM

No. **641-2025**

Addendum to Division Memorandum 628 s. 2025
“Conduct of Start-Up Showcase for Senior High School
Learners under the TrabNeg Program”

To: CID and SGOD Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
Senior High School Entrepreneurship Teachers
All Others Concerned

1. This addendum provides the detailed mechanics and program flow for the Start-Up Showcase under the Trabaho-Negosyo (TrabNeg) Program, scheduled on October 14-15, 2025 at Baguio City High School, Governor Pack Road, Baguio City.
2. Please see the enclosure for the mechanics, program flow, and updated list of participating teams of the start-up showcase for senior high school Learners under the TrabNeg Program.
3. All TWGs identified in DM 609 – 2025 shall assist with the activities on October 14 and 15, 2025.
4. For further information and coordination, please get in touch with CID Chief – Juliet Sannad, telephone number 619-3491.
5. Immediate dissemination of this memorandum to all concerned is desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

For the Office of the Schools Division Superintendent

NIEVES D. EBANIO
Administrative Officer V
Officer-in-Charge



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Enclosure 1. Mechanics of the Start-up Showcase

Theme: “Manlako: Showcasing Senior High School Innovation through Enterprise and Skills”

Mechanics of the Start-Up Showcase

1. Participants

- Each participating school shall send **3 Senior High School learners** and **1 teacher-coach**.
- Learners are from the **Senior High School**, aligned with entrepreneurship and skills development.
- Register in the link on or before October 10, 2025 **Registration link:**
<https://tinyurl.com/TrabNeg>



2. Display and Booth Setup

- Each school will be assigned **one designated spot (2meters by 2meters)** to showcase its enterprise and skills.
- Booths may include:
 - Product samples or prototypes
 - Products to sell
 - Visual displays (posters, banners, digital presentations)
 - Demonstrations of skills or services
 - Display racks and extra tables (foldable)
- Award Categories
 - 🏆 Most Enterprising Booth – Products
 - 🏆 Most Enterprising Booth – Services

Event Facilitator: Eldon Harris Soriano
 Guidance Counselor

Rubric for Product-Based Booths

Criteria	Description	Weight
Innovation & Creativity	Originality and uniqueness of the product concept	25%
Marketability	Potential for commercial success and customer appeal	25%
Presentation & Branding	Visual impact, booth setup, and product packaging	20%



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Enclosure 2. Program flow

Opening and Ribbon-Cutting Program Flow

 **October 14, 2025**

8:00 AM – 12:00 NN: Venue preparation, booth setup, and display arrangement

Program Flow

1:00 PM – National Anthem AVP

Prayer AVP

Opening Salvo by Senior High Learners

Welcome Remarks – Whitney Dawayen
School Principal IV

Overview of the TrabNeg Program – Juliet C. Sannad
CID Chief

Message of Support – SORAYA T. FACULO, PhD, CESO VI
Schools Division Superintendent

Acknowledgment of Participating Schools – c/o event facilitator

Ribbon-Cutting Ceremony

1:25 PM – Ribbon Cutting and Official Opening of the Exhibit

Led by:

Schools Division Superintendent

Assistant Schools Division Superintendent

CID Chief

TARAKI CAR team and partner agencies

Program Coordinator

PSDS/EPS

School Heads

Selected SHS Learner Representative

Technical working team members (Division Memo 609 -2025)

Accompanied by a short walk-through of the booths by

1:30 PM – Start of Exhibit and Display

 **October 15, 2025**

Continuation of Exhibit and Display

4:00 PM: Closing Program and Recognition

Showcase Components

Business Simulation: Learners simulate enterprise operations
(selling, marketing, customer interaction).

Bazaar: Schools may sell products or offer services during the exhibit.



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Criteria	Description	Weight
Entrepreneurial Spirit	Learners' engagement, confidence, and business knowledge	15%
Sustainability & Impact	Environmental/social relevance and community benefit	15%

Rubric for Service-Based Booths

Criteria	Description	Weight
Service Innovation	Uniqueness and relevance of the service offered	25%
Execution & Demonstration	Clarity and effectiveness of service delivery	25%
Customer Interaction	Learners' professionalism and communication skills	20%
Booth Presentation	Organization, signage, and visual appeal	15%
Impact & Viability	Potential to scale and benefit the community	15%



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Enclosure 3: Updated participating teams

No	School	No. of Teams	No. of Teachers	No. of Learners
1	Rizal NHS	1	1	3
2	Happy Hollow NHS	1	1	3
3	Baguio City High School	10	10	10
4	Dona Aurora National High School	1	1	3
5	Roxas NHS	1	1	3
6	Pines City National HS	9	9	27
7	Baguio City National Science HS	5	5	15
8	Pinsao NHS	1	1	3
9	Magsaysay NHS	1	1	3
10	Joaquin Smith NHS	1	1	3
11	Lindawan NHS	1	1	3
12	Fort NHS	1	1	3
13	Milan NHS	3	3	9
14	Santo Tomas NHS	3	3	9
15	Irisan NHS	1	1	3
16	Guisad Valley NHS	2	2	6
17	Pinget NHS	1	1	3
18	San Vicente NHS	2	1	6
19	Quezon Hill NHS	1	1	6
	Other participants		20	
	PSDSs/EPSSs		20	
	67 school heads		67	
	SDO Section heads		15	
	TWG		10	