



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



November 17, 2025

DIVISION MEMORANDUM

No. **734-2025**

COMMITTEES ON THE HOSTING OF 2025 REGIONAL SCIENCE AND TECHNOLOGY FAIR

To: All Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Public and Private Elementary School Heads
Others Concerned

1. Pursuant to Regional Memorandum No. 847, s. 2025, the Schools Division of Baguio City shall host the 2025 Regional Science and Technology Fair (RSTF) on November 24–26, 2025. The PRFVR, SPED Center, and Manuel L. Quezon Elementary School, will serve as the official contest venues and billeting schools. In line with this, the Schools Division of Baguio City hereby constitutes various committees to ensure the successful conduct of the activity.
2. Enclosed is the List of Committees with their corresponding Terms of Reference (TOR) for guidance and compliance.
3. A meeting of all committee members is scheduled on Friday, November 21, 2025, from 8:00 a.m. to 9:00 a.m. at the SDO Training Center 1. All concerned are enjoined to attend.
4. The Administrative Aides of Districts I and III are directed to report to Manuel L. Quezon Elementary School and the SPED Center, respectively, to assist in maintaining cleanliness and sanitation in said host schools throughout the duration of the activity.
5. Immediate and wide dissemination of this Memorandum is desired.

SORAYA T. FACULO, PhD, CESO V
Schools Division Superintendent



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Enclosure 1. List of Committees

List of Committees

COMMITTEES/Designations	Terms of Reference
<p>A. Billeting</p> <p>Chairperson: Niño Tibangay, CES SGOD</p> <p>Co-chairperson: Cliftone Bangse-il</p> <p>Members:</p> <ul style="list-style-type: none">- Rosanna Dizon- Rommel Manzano- Hermoso Bunnol	<ul style="list-style-type: none">• Ensure that all billeting sites are prepared and sufficient to comfortably accommodate the 450 delegates.• Secure mattresses to be borrowed from PFVR and distribute them to the designated billeting areas.• Guarantee a steady water supply for drinking, bathing, and hygiene, and provide accessible drinking water stations in each site.• Collect pails and dippers from schools with available supplies for use in the billeting areas.• Coordinate with divisions to confirm whether meals will be cooked onsite or provided through catering and prepare designated cooking areas if needed.• Prepare and sanitize toilets and shower facilities prior to the delegates' arrival and assign maintenance staff for regular cleaning.• Allow the use of water heaters as justified by the respective School Heads.• Prepare and install clear signage in all contest venues and billeting areas for easy identification of rooms, comfort rooms, water stations, and emergency exits.



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<p>B. Research Poster Display Committee</p> <p>Chairperson: Mary Jane Malihod Co-chairperson: Marissa Wayan Members:</p> <ul style="list-style-type: none">- Sam Lachica- Marilyn D. Bugatti	<ul style="list-style-type: none">● Plan and assist in the installation and arrangement of Research Poster Display Boards.● Prepare and attach appropriate labels for all display boards. Prepare the ribbon to be used for the ribbon-cutting ceremony in the display room.● Coordinate with the Registration Committee to ensure alignment of Poster labels
<p>C. Program Committee</p> <p>Chairperson: Juliet C. Sannad, CES CID Co-chairperson: Armi Victoria Fiangaan Members:</p> <ul style="list-style-type: none">- Virginia Alindayo- Sydney Shan M. Cariño- Francis C. Copsiyan	<ul style="list-style-type: none">● Coordinate and prepare the overall program of activities.● Oversee the distribution of the program to guests and all participating divisions.● Prepare and send out invitation letters to concerned officials, guests, and participants.● Initiate an interface meeting with the Regional Office and Division representatives to finalize program details.● Prepare and issue the Division Memorandum containing the list of committees and related instructions.
<p>D. Food Committee</p> <p>Chairperson: Lilibeth Degsi Co-chairperson: Belen Tomin Members:</p> <ul style="list-style-type: none">- Arian C. Bangse-il- Darryl Eqguia- Sherwin Botigan	<ul style="list-style-type: none">● Determine the number of personnel under the TWG and the schedule of meals for both the TWG and guests during the opening program.- 1st Meal: PM Snacks on November 24, 2025- Last meal-Lunch on Nov. 26, 2025● Coordinate the preparation and finalization of the menu in consultation with the committees concerned.● Facilitate the procurement of food items and ensure timely preparation and serving of meals.



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<p>E. Stage Committee Chairperson: Rosanna Dizon Co-chairperson: Asteria Fagayan Members:</p> <ul style="list-style-type: none">- Patrick Bessat- Danny Bambico- Florence Saydoken- Mark Cagaoan	<ul style="list-style-type: none">● Source out available materials from the Division Office and schools to be used for stage decoration and design.● Set up and arrange the stage decorations in coordination with the Physical Arrangement Committee and Program Focal to ensure a cohesive and aligned setup.
<p>F. Physical Arrangement Committee Chairperson: Nieves D. Ebanio Co-chairperson: Jojo Ambros Members:</p> <ul style="list-style-type: none">- Administrative Aides (GS)-	<ul style="list-style-type: none">● Ensure that Division posters stand for the eight divisions and CRSHS are available at the Opening Program Venue<ul style="list-style-type: none">-posters to be made by the participants will serve as the official banner of each division.-size of poster is one -half illustration board● Set up tables, chairs, and other necessary furniture for participants, judges, guests, and working committees in the opening and closing program venues, as well as the congress venues.● Ensure the availability and functionality of utilities such as power supply, extension cords, and lighting needed for exhibits and presentations.



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<p>G. Parade Committee</p> <p>Chairperson: Lolita Manzano Co-chairperson: Francis Lumiwes Members:</p> <ul style="list-style-type: none">- Joeferino Ginumtad- Benjie-Melchor L. Nicolas	<ul style="list-style-type: none">● Prepare a comprehensive plan for the parade, including route, schedule, and contingencies.● Coordinate with local authorities and officials to secure necessary permissions and ensure safety during the parade.● Designate a responsible person in charge for each division to oversee participants and logistics.● Identify and confirm the band or musical group that will perform during the parade and program● Oversee rehearsals of the band and learners to ensure proper preparation and coordination for the intermission numbers during the program.
<p>H. Usher and Protocol Committee</p> <p>Chairperson: Rosiebeel Marzo Co-chairperson: Lourdes B. Lomas-e Members:</p> <p>Abra- Brendalee Awingan Apayao-Nora Dalapnas Baguio- Jayrerose Guevara Benguet- Lourdes Lomas-e Ifugao-Nancy Dumalili Kalinga- Rosiebeel Marzo/ Marina Tabangcura Mt. Province- Marilyn Tami-ing Tabuk- Rey Gapasin</p>	<ul style="list-style-type: none">● Usher guests and participants throughout the event, from the opening to the closing program.● Decide on a uniform to be worn by ushers for the duration of the event to ensure a coordinated and professional appearance.● Assist guests with directions, seating, and other needs to ensure their comfort and smooth participation in the program● Coordinate with the SDO Head or their representative regarding instructions on the program, venue arrangements, sites to be visited, and other related concerns to ensure smooth execution of the activities
<p>I. Documentation Committee</p> <p>Chairperson: Loida Mangangey Co-chairperson: Christopher G. Oliva Members:</p> <p>Jeanette Bal-iyang Julie-Abegail Loy Martillana</p>	<ul style="list-style-type: none">● Document all activities from Day 0 until the closing program to ensure a complete record of the event.● Take photos of key moments, participants, guests, and exhibits for official records and publicity purposes.



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	<ul style="list-style-type: none">• For the chairperson to prepare and finalize the write-up of the event for reporting and documentation.
<p>J. ICT, Digital Media and Publications Committee</p> <p>Chairperson: Harris Dizon Jr. Co-chairperson: Virginia C. Alindayo Members: Nino Martinez Vincent Luis Sonny Paday-os</p>	<ul style="list-style-type: none">• Develop and maintain the official RSTF website to serve as the primary source of information and updates about the event.• Coordinate with the Program and other concerned committees to gather and upload the following information to the official website:<ul style="list-style-type: none">✓ Program of activities✓ List of delegates✓ Schedule of events and venues✓ Information sheets✓ Official results and announcements• Provide technical and digital support during the opening and closing programs.• Design the invitation program and stage tarpaulin in coordination with Stage and Program Committee/Focal.• Prepare, arrange, and operate audio-visual presentations (AVPs) during the Opening and Closing Programs, including other segments requiring multimedia support<ul style="list-style-type: none">-shoutout video per division-2024 RSTF and NSTF Journey
<p>K. Monitoring and Evaluation Committee</p> <p>Chairperson: Asuncion Saguid Co-chairperson: Marilyn Api-it Members: Marina Tabangcura</p>	<ul style="list-style-type: none">• Prepare the Monitoring and Evaluation (ME) tool ensuring it is aligned with the role of the SDO as host.• Conduct daily monitoring of activities and analyze the evaluation results to track progress and identify areas for improvement of services as host.• Coordinate with the Digital Publication Committee to ensure proper dissemination and documentation of ME findings.
<p>L. Resource Mobilization Committee</p> <p>Chairperson: Juliet Piok Co-chairperson: Amil Flamiliano Members: Augie Simangan</p>	<ul style="list-style-type: none">• Explore and identify all resources needed for the event, including LED walls, stage decoration materials, snacks for performers, and other essential equipment,



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	<ul style="list-style-type: none"> Seek sponsorship opportunities to support the successful and smooth execution of the program.
<p>M. Educational Benchmarking</p> <p>Chairperson: Juliet Sannad, CES-CID Co-chairperson: Mary Jane Malihod Members: Protocol Officers</p>	<ul style="list-style-type: none"> Coordinate visits to various tourism sites and educational centers, including the SMART Command Center, PSHS, and Dragon Treasure, ensuring smooth scheduling. Assist guests and delegates during the opening /closing program, benchmarking activities to provide guidance, directions, and any necessary support for a seamless experience.
<p>N. Transportation Committee</p> <p>Chairperson: Nieves Ebanio Co-chairperson: Members: Jonathan Boteng Arnold De Vera Roberto Catap</p>	<ul style="list-style-type: none"> Coordinate and prepare transportation of key role takers (guesst, band, materials, etc.), and of supplies and materials
<p>O. Mass Committee</p> <p>Chairperson: Nora Dalapnas Co-chairperson: Marilyn Tami-ing Members: Juliet Piok Marilyn Api-it</p>	<ul style="list-style-type: none"> Coordinate and prepare all essential items and arrangements needed for the Mass to ensure a smooth, solemn and meaningful activity. Facilitate the conduct of the Holy mass
<p>P. Registration & Attendance Committee</p> <p>Chairperson: Rheineck Caparas Co-chairperson: Jeric Mangmangon Members: Darryl Equia</p>	<ul style="list-style-type: none"> Prepares the daily Registration and Attendance sheets (for Liquidation purposes) Coordinates with the different committees to ensure complete attendance and registration Collaborate/Coordinate with the food committee for the efficient distribution of meals and snacks of TWG
<p>Q. Welfare and Sanitation Committee</p> <p>Chairperson: Dr. Arlene Awing Co-chairperson: Dr. Roger Sinot Members: Cynthia Cadawan</p>	<ul style="list-style-type: none"> Provide basic healthcare services to participants, guests, and staff throughout the duration of the event. Coordinate with the local Barangay to ensure support, emergency



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	<p>preparedness, and prompt response if medical assistance is needed.</p> <ul style="list-style-type: none">• All nurses as members will conduct daily monitoring of the toilets, dining area, and other designated areas.
<p>R. Steering Committee Overall: SDS Soraya T. Faculo Co-Chair: ASDS Carmel F. Meris Members: CES and DEXECOM</p>	<ul style="list-style-type: none">• Sets the overall direction and strategic plan for the hosting of the even.