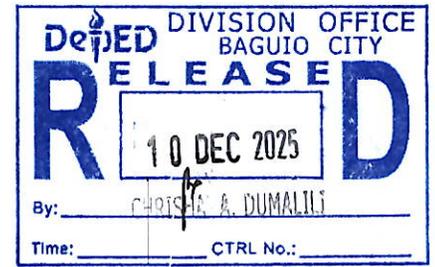




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



December 9, 2025

DIVISION MEMORANDUM
 No. **810-2025**

CONDUCT OF THE LOYALTY AND SERVICE AWARDS PROGRAM

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Public School Heads
 Teaching and Non-Teaching Personnel
 All Others Concerned

1. The Schools Division of Baguio City announces the conduct of the Loyalty and Service Awards Program, with the theme “Bawat Taon ng Serbisyo, sa Pag-unlad Patungo,” on December 15, 2025, at the SDO–PFVR, Baguio City.

2. The target participants for this activity are the following:

SDO Personnel (SDS, ASDS, Chiefs, EPSs, PSDSs, Section/Unit Heads, TWGs)	66
Awardees	177
School Heads	67

3. All participants are enjoined to wear Filipiniana attire in keeping with the significance of the occasion.

4. In the event that any target participant is unable to attend due to valid reasons, he/she is required to designate and send an authorized representative to ensure proper coordination and representation.

5. Attached are the list of awardees and the program matrix, including the designated persons-in-charge for each segment of the program, for guidance and reference.

6. Immediate and widest dissemination of this Memorandum is directed.


SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent



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Enclosure 1 to Division Memorandum No.

List of Loyalty and Service Awardees

10 Years (SDO Personnel)			
1	Ambros	Jojo	S.
2	Caparas	Rheineck	M.
3	Dizon	Harris Jr	G.
4	Fiao-Ag	Ezra	C.
5	Oliva	Christopher David	G.
15 Years			
1	Abastilla	Angela	O.
2	Alberto	Elizabeth	B.
3	Arcita	Lolenia	B.
4	Aspiras	Jovy	B.
5	Balingway	Julie	P.
6	Bangcado	Andrew	T.
7	Banglo	Christina	B.
8	Beray	Concepcion	T.
9	Biadno	Lorelyn	F.
10	Boras	Jacqueline	T.
11	Cabrera	Aprill	M.
12	Cadcahan	Flordaliza	M.
13	Cagaoan	Mark	M.
14	Capuyan	Wilfredo	E.
15	Ciriaco	Demitria	B.
16	Dacpano	Marisa	G.
17	Dawaton	Juna	S.
18	Dela Cruz	Elizabeth	P.
19	Dionisio	Wagner	P.
20	Dougyayon	Rowena	P.
21	Elahe	Nixon	C.
22	Gampol	Robert	C.
23	Gao-Ay	Meriam	E.
24	Gonzalo	Nickcarter	C.
25	Herman	Claire	D.
26	Killip	Milagros	C.
27	Lopez	Roberto	A.
28	Lumanlan	Vivian	C.
29	Luoang	Leticia	B.
30	Managdag	Angel	L.
31	Mayocyoc	Ariel	L.
32	Mero	Rex Juel	S.
33	Minos	Landy	U.
34	Montoy	Nancy	C.
35	Packoy	Ferdinand	C.
36	Pagadian	Creselda	S.
37	Palpeg	Eneroso	S.
38	Payap A	Esther	L.



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39	Pedling	Sonia	C.
40	Peñalba	Elsie	N.
41	Puguon	Brenely	D.
42	Quiades	Betty	T.
43	Rivera	Ligaya	L.
44	Roque	Rheden	T.
45	Sumakey	Marjorie	A.
46	Tagelo	Marjorie	R.
47	Timpac	Adrilynne	S.
48	Tulicnang	Emilia	P.
49	Tupagen	Sharon	T.
50	Ulep	Roderick	W.
20 Years			
1	Abuda	Jovy Rose	A.
2	Dalang (Amayag)	Rhea Joy	C.
3	Ambat	Warren	L.
4	Bacolong	Susan Marie	A.
5	Ballesteros	Mary Grace	E.
6	Beloken	Decky	M.
7	Castillo	Sharon Christianie	R.
8	Dacalcap	Jeanne	R.
9	Dacsig	Leah	S.
10	De Guzman	Brenda Lee	A.
11	Dizon	Rosanna	D.
12	Dupo	Jeany	C.
13	Eslay	April	M.
14	Estoro	Julie	B.
15	Gam-Ad	Jocelyn	Q.
16	Gamsawen	Jacqueline	M.
17	Gawidan	Janet	T.
18	Kilayon	Mary Anne	G.
19	Macasinag	Maria Teresa	B.
20	Mangalip	Mary Angelica	B.
21	Mendoza	Estelito	B.
22	Molina	Mary Jane	R.
23	Nimer	Ellene	C.
24	Osoteo	Marites	V.
25	Padio An	Josie Jane	D.
26	Payoyo	Mary	B.
27	Pinlac	Jennifer	C.
28	Ronquillo	Lorelie	J.
29	Tuzon	Grace	E.
25 Years			
1	Adolfo	Jane	L.
2	Agacer	Joey Eric	P.
3	Alcedo	Aida	C.
4	Alicda	Sandra Lyne	G.
5	Astudillo	Darna	U.



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6	Awingan	Brendalee	C.
7	Balawon	Ma Mercedes	A.
8	Banglayan	Anna Liza	A.
9	Bentican	Ben	A.
10	Biadno	Juliet	M.
11	Eustaquio	Annabelle	A.
12	Farinas	Cristina	P.
13	Galong	Soling	G.
14	Lagyot	Jennilyn	A.
15	Lapic	Brigitt	C.
16	Luquingan	Beryl	N.
17	Ocampo	Maribel	O.
18	Paas	Darwin	B.
19	Padilla	Hilda	S.
20	Pal Iwen	Agueda	A.
21	Piso	Sheila	F.
22	Pitlongay	Brinda Louise	B.
23	Punasen	Pauline	S.
24	Soriano	Priscilla	Y.
25	Vidal	George	B.
26	Vinluan	Rose Marie	C.
27	Vinoya	Emilio	P.
28	Walsiyen	Jerry	D.
30 Years			
1	Aoanan	Oscar Jr	B.
2	Aseñas	Jocelyn	B.
3	Awas	Diony	G.
4	Balog	Lourdes	H.
5	Bangcado	Juliana	T.
6	Bangtowan	Dorothy	P.
7	Baucan	Gerry	B.
8	Biteng	Wilma	S.
9	Botis	Teodora	B.
10	Cawilan	Rosario	R.
11	Cosme	Veronica	D.
12	Dumalili	Nancy	B.
13	Enomis	Perla	A.
14	Gabol	Ortez	D.
15	Garingo	Cecilia	C.
16	Genosa	Mary Jane	J.
17	Gomez	Olivia	O.
18	Guerrero	Ludivina	L.
19	Imbalat	Brenda	M.
20	Lami-Ing	Marcial	L.
21	Longboan	Agosto	A.
22	Mabanag	Precilla	D.
23	Manzano	Lolita	A.
24	Mendoza	Mardie Grace	B.



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25	Meneses	Imelda	P.
26	Piggangay	Teofilo	A.
27	Salinas	Claudio	F.
28	Valle	Virgie	D.
29	Vallejos	Rizalina	R.
35 Years			
1	Fangonil	Jasmin	S.
2	Marquez	Adelaida	C.
3	Pagaduan	Ana Marie	T.
4	Ursabia	Juliet	A.
40 years			
1	Clemente	Manuel	S.

Retirees

1	Alcedo	Aida	C.	26 Years
2	Allaga	Erwin	D.	37 Years
3	Anton	Elsa	B.	34 Years
4	Aquino	Matilde	M.	28 Years
5	Aviario	Teresita	A.	32 Years
6	Baron	Zenaida	L.	28 Years
7	Buenaventura	Grace	T.	23 Years
8	Cariño	Noemi	E.	36 Years
9	Catungal	Leonila	C.	20 Years
10	Cestona	Juliet	D.	23 Years
11	Estigoy	Maribelle	L.	19 Years
12	Estolero	Estrella	V.	37 Years
13	Gayo	Goretti	M.	36 Years
14	Genilba	Sedelina	G.	24 Years
15	Grande	Ellen	F.	38 Years
16	Latayon	Agnela	A.	31 Years
17	Manaoil	Rosemarie	F.	37 Years
18	Montejo	Nora	M.	40 Years
19	Nicer	Rodel	M.	30 Years
20	Noble	Veronica	M.	26 Years
21	Obonan	Maria	C.	26 Years
22	Panglao	Maria Trinidad	M.	27 Years
23	Peñaflor	Francisco	B.	28 Years
24	Quisora	Roella	S.	22 Years
25	Sadlay	Breminda	A.	27 Years
26	Sagalla	Philip	B.	27 Years
27	Soliven	Apolinario	G.	27 Years
28	Soriano	Janet	T.	18 Years
29	Yogcayog	Digna	S.	33 Years
30	Veloso	Imelda	A.	35 Years
31	Villanueva	Laurie	V.	35 Years



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Program Matrix

Masters of Ceremonies: EPS Sydney Shan M. Carino & EPS Armi Victoria A. Fiangaan

Time	Activity	Section/Unit/Person-in-charge
PART I 7:30 - 8:00	REGISTRATION	Personnel & Records Lead: AO Arian C. Bangse-il
	Ushers/usherettes	Public School District Supervisors Lead: PSDS Rosiebeel A. Marzo
PART II 8:00 – 12:00	PROGRAM PROPER Preliminaries Pambansang awit Doxology Bagong Pilipinas Baguio Hymn	ICT Team
	Acknowledgement of Participants	SGOD Chief Nino M. Tibangay
	Opening Remarks	ASDS Carmel F. Meris
	Introduction of the Keynote Speaker	SDS Soraya T. Faculo
	MESSAGE	Keynote Speaker
	Intermission	ADAS Reymart P. Valentino
	Recognition of 10 (SDO) & 15 Years of Service	EPS Virginia C. Alindayo & EPS Mary Jane N. Malihod
	Intermission	SDO Employees
	Recognition of 20 Years of Service	EPS Nora D. Dalapnas
	Recognition of 25 Years of Service	EPS Lolita A. Manzano
	Intermission	PESPA Lead: SP Jackson Caya-os
	Recognition of 30 Years of Service	EPS Marina D. Tabangcura
	Recognition of 35 & 40 Years of Service	EPS Francisco C. Copsiyan
	Intermission	NAPSSHI Lead: SP Danilo Gayao
	Recognition of Retirees	EPS Marilyn S. Api-it
	Closing Remarks	CID Chief Juliet C. Sannad
12:01	Lunch	Supply & Cash Lead: AO Vima Cadungog



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Terms of Reference for the TWGs

Registration Records & Personnel Ushers/Usherettes PSDSs	<ol style="list-style-type: none">1. Set up registration desks and prepare attendance sheets.2. Manage the registration process, ensuring that all attendees affix their signature in the attendance sheets.3. Provide guidance on seating arrangements and designated areas for the former SDSs/ASDs, retirees, guests and visitors4. Direct the flow of participants to prevent congestion.5. Secure the attendance sheets for liquidation
Stage Decoration & Physical Arrangement Educ. Facilities & General Services Engr. Jordan Gas-ib Arch. Chester Bayao Nieves Eanio Asteria Elena L. Fagyan & Team	<ol style="list-style-type: none">1. Design plan for stage decoration and Select appropriate materials, colors, and decor elements.2. Setup and install stage decorations, including backdrops, lighting, and props.3. Arrange the physical layout of the venue, including seating, tables, and other furniture.4. Coordinate with other committees (registration, sound system, audiovisual) to align physical arrangements.5. After the event, remove and properly store or dispose of stage decorations.6. Ensure that the event space is returned to its original state or cleaned up.
Sound System Harris G.Dizon & Team	<ol style="list-style-type: none">1. Install and setup sound equipment, including microphones, speakers and audiovisual equipment, including projectors, screens, and computers.2. Manage the sound system during the event, including adjusting volume levels and addressing any audio issues.3. Dismantle and pack up sound audiovisual equipment after the event
Documentation Christopher David Oliva & Asuncion C. Saguid	<ol style="list-style-type: none">1. Capture key moments through photographs and video recordings during the program.2. Compile, organize, and submit all documentation to the Division Information Officers.



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	<ol style="list-style-type: none">3. Post selected highlights and photos on SDO Official Website to share the event with the public.
Refreshments/Catering Supply & Cash	<ol style="list-style-type: none">1. Coordinate with the catering services provider to arrange for the timely delivery of food and beverages to the venue.2. Oversee the setup of food stations or buffet areas.3. Handle any issues that arise related to food service, such as supply shortages.4. Ensure that guests and visitors are served food and beverages at their tables
Medical Team Dr. Arlene O. Awing & Team	<ol style="list-style-type: none">1. Be on standby throughout the event to attend to medical emergencies.2. Provide first aid for minor injuries or health issues.3. Coordinate with emergency services if needed.4. Ensure availability of first aid kits and basic medical supplies.