



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



February 27, 2026

**DIVISION MEMORANDUM**

No. 161-2026

**FACILITATION AND COORDINATION OF BILLETING ARRANGEMENTS FOR PARTICIPATING SCHOOLS DURING THE PANAGBENGA FESTIVAL 2026**

To: Chief Education Supervisors  
Public Schools District Supervisors  
School Heads  
All Others Concerned

1. Relative to the Panagbenga Festival 2026 and Grand Street Parade Competition, scheduled for February 28, 2026, and the Float Parade on March 1, 2026. In coordination with the Local Government of Baguio City and the Baguio Flower Festival, the Schools Division of Baguio City is facilitating billeting arrangements for participating schools from February 27 to March 1, 2026.
2. Please be advised that a Memorandum of Agreement (MOA) is in place to govern these arrangements. Identified schools for billeting purposes, as well as lists of participating street dancers and drum and lyre corps members, are available for your reference.
3. Your attention and cooperation in ensuring the smooth facilitation and coordination of these billeting arrangements are greatly appreciated.

Digitally signed by Soraya T.  
Faculo  
Date: 2026.02.27 14:57:25 +08'00'

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

## MEMORANDUM OF AGREEMENT (MOA) TEMPLATE

### Billeting of Participating Schools – Panagbenga 2026 Drum and Lyre Dance Competitions

This Memorandum of Agreement (“MOA”) is made and executed this \_\_\_\_ day of \_\_\_\_\_ 2026, in Baguio City, Philippines, by and among:

- BAGUIO FLOWER FESTIVAL FOUNDATION, INC. (“BFFFI”), with office address at 2/F BCVB Building, Jose Abad Santos Drive, Burnham Park, Baguio City, represented by MS. EVANGELINE B. PAYNO, Chief of Staff;
- \_\_\_\_\_ HOST SCHOOL”), a public school under the Schools Division Office – Baguio City, with address at \_\_\_\_\_, represented by \_\_\_\_\_, School Head/Principal;
- \_\_\_\_\_ (“PARTICIPATING SCHOOL”), with address at \_\_\_\_\_, represented by \_\_\_\_\_, School Head/Authorized Representative.

BFFFI, the HOST SCHOOL, and the PARTICIPATING SCHOOL are hereinafter collectively referred to as the “Parties.”

#### WITNESSETH:

WHEREAS, BFFFI organizes and implements Panagbenga Festival 2026 and its related activities, including the Drum and Lyre Dance Competitions scheduled on February \_\_\_\_, 2026;

WHEREAS, the PARTICIPATING SCHOOL is an official entrant and/or guest performer and has requested billeting for its delegation in Baguio City for the period stated herein;

WHEREAS, the HOST SCHOOL, subject to applicable Schools Division Office – Baguio City rules and policies, agrees to allow the temporary use of designated school facilities for billeting purposes under controlled conditions;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual covenants herein, the Parties agree as follows:

#### 1. PURPOSE

1.1 This MOA sets the terms and conditions for the temporary billeting of the PARTICIPATING SCHOOL delegation at the HOST SCHOOL in connection with Panagbenga 2026 activities.

#### 2. COVERED PERIOD

2.1 Billeting Period: From \_\_\_\_\_ (check-in date/time) to \_\_\_\_\_ (check-out date/time), inclusive.

2.2 Any extension shall require prior written approval of the HOST SCHOOL and notice to BFFFI.

### **3. DESIGNATED AREAS AND ALLOWABLE USE**

3.1 The HOST SCHOOL shall designate the billeting areas (classrooms/halls/covered courts) to be used by the PARTICIPATING SCHOOL ("Billeting Areas").

3.2 The Billeting Areas shall be used strictly for sleeping/resting and necessary delegation staging only.

3.3 Prohibited areas and restricted facilities shall be identified by the HOST SCHOOL and strictly observed.

### **4. HEADCOUNT AND AUTHORIZED PERSONS**

4.1 The PARTICIPATING SCHOOL shall submit a final validated roster of participants and chaperones ("Delegation Roster") prior to check-in.

4.2 Only persons listed in the Delegation Roster shall be allowed entry and billeting. No walk-ins, visitors, or substitutes without prior HOST SCHOOL clearance.

### **5. CHECK-IN, CHECK-OUT, AND TURNOVER**

5.1 The HOST SCHOOL and PARTICIPATING SCHOOL shall conduct a joint pre-occupancy inspection and inventory using Annex "A" (Turnover Checklist).

5.2 The PARTICIPATING SCHOOL shall return all assigned areas in clean, orderly condition and in substantially the same state as received, subject to reasonable wear and tear.

5.3 A joint post-occupancy inspection and clearance shall be completed prior to release and departure.

### **6. ROLES AND RESPONSIBILITIES**

#### **A. BFFFI**

6.1 Coordinate billeting requests and endorsements to the Schools Division Office – Baguio City and HOST SCHOOLS.

6.2 Provide the HOST SCHOOL and PARTICIPATING SCHOOL with event schedules, contact points, and coordination protocols.

6.3 Maintain a billeting coordination point person during the billeting period for escalation and incident coordination.

#### **B. HOST SCHOOL**

6.4 Identify and assign Billeting Areas and issue **house rules, curfew, and site restrictions**.

6.5 **Designate a focal person/authorized staff for site coordination, check-in/check-out, and key control.**

6.6 Provide **access to basic facilities as agreed** (e.g., restrooms, water points), subject to site limits and safety controls.

6.7 Coordinate on-site security protocols consistent with school policies (e.g., **gate controls, entry logs, quiet hours**).

### **C. PARTICIPATING SCHOOL**

6.8 Ensure **24/7 adult supervision of the delegation, including a designated delegation head and adequate chaperone-to-student coverage.**

6.9 **Enforce discipline, curfew, and compliance with HOST SCHOOL rules;** prevent noise, vandalism, and unsafe behavior.

6.10 Ensure the delegation **brings its own sleeping gear/mats/blankets and personal necessities; NO FIXTURE shall be removed or altered.**

6.11 **Prohibit cooking within classrooms/indoor areas** and prohibit open flames, candles, and any fire hazard.

6.12 **Maintain cleanliness at all times and ensure orderly waste disposal and site protection.**

6.13 Assign an internal marshal/team for nightly housekeeping and end-of-stay clearing.

### **7. UTILITIES, FEES, AND COSTS**

7.1 The PARTICIPATING SCHOOL shall **pay applicable charges for utilities and personnel on duty,** if assessed by the HOST SCHOOL/authorized office, in accordance with Annex "B" (Charges and Payment Terms), if applicable.

7.2 Payment timing, payee details, and documentation/Acknowledgement receipts shall **follow HOST SCHOOL/authorized office procedures.** prorated

7.3 If a damage deposit is required, the amount and return conditions shall be stated in Annex "B."

### **8. WASTE SEGREGATION AND CIRCULAR ECONOMY COMPLIANCE**

8.1 The PARTICIPATING SCHOOL shall comply with the City's circular economy program and implement strict waste segregation at source: (a) **Biodegradable, (b) Recyclable, (c) Residual, (d) Special waste (as applicable).**

8.2 The PARTICIPATING SCHOOL shall use properly labeled bins/sacks and shall not mix segregated waste.

8.3 **Non-compliant single-use items, as may be prescribed by applicable local guidelines and HOST SCHOOL rules,** shall not be brought in or distributed within the premises.

8.4 The **Billeting Areas shall be turned over free of waste, with all segregated waste placed only in designated collection points** identified by the HOST SCHOOL.

### **9. HEALTH, SAFETY, AND CHILD PROTECTION**

9.1 The PARTICIPATING SCHOOL shall implement basic health and safety measures and shall ensure that all students are under supervision at all times.

9.2 The Parties shall observe child safeguarding/child protection standards and report incidents immediately to the HOST SCHOOL focal person and BFFFI coordinator.

9.3 **Emergency contacts, muster points, and basic incident reporting steps shall be posted and briefed upon arrival.**

**10. SECURITY AND ACCESS CONTROL**

10.1 The PARTICIPATING SCHOOL shall **maintain an internal attendance/rooming log and shall ensure no student leaves the premises without chaperone approval.**

10.2 The HOST SCHOOL may **impose gate controls, ID checks, and visitor restrictions as necessary.**

**11. DAMAGES, LIABILITY, AND ACCOUNTABILITY**

11.1 The PARTICIPATING SCHOOL shall be **liable for damage to facilities, equipment, or property** caused by its delegation, subject to HOST SCHOOL assessment and documentation.

11.2 The HOST SCHOOL shall **document reported damages with photos and a written incident report, and provide the PARTICIPATING SCHOOL a copy.**

11.3 Settlement of validated damages shall be in accordance with Annex "B" or HOST SCHOOL/authorized office procedures.

**12. INDEMNITY**

12.1 The PARTICIPATING SCHOOL shall hold the HOST SCHOOL and BFFFI free and harmless from **claims arising from the acts/omissions** of the PARTICIPATING SCHOOL delegation, *except* to the extent caused by the gross negligence or willful misconduct of the HOST SCHOOL or BFFFI.

**13. TERMINATION**

13.1 The HOST SCHOOL may terminate billeting access immediately for material breach of safety rules, security violations, vandalism, or severe misconduct, upon notice to the delegation head and BFFFI coordinator.

13.2 Upon termination, the PARTICIPATING SCHOOL shall vacate and complete turnover procedures as directed.

**14. FORCE MAJEURE**

14.1 None of the Parties shall be liable for failure to perform due to events beyond reasonable control (e.g., natural disasters, government restrictions), provided prompt notice is given and impacts are mitigated.

**15. DISPUTE RESOLUTION**

15.1 The Parties shall first resolve disputes through coordination among focal persons.

15.2 If unresolved, the matter shall be elevated to the Schools Division Office – Baguio City for guidance and appropriate action.

**16. AMENDMENTS**

16.1 Any amendment or supplement to this MOA shall be in writing and signed by all Parties.

**17. NOTICES**

17.1 Official notices shall be sent to the following:

BFFFI: secretariat@panagbengaflowerfestival.com | \_\_\_\_\_

HOST SCHOOL: \_\_\_\_\_ | \_\_\_\_\_

PARTICIPATING SCHOOL: \_\_\_\_\_ | \_\_\_\_\_

**18. EFFECTIVITY**

18.1 This MOA takes effect upon signing and remains **effective until completion of check-out, final inspection, and settlement of applicable charges/damages.**

IN WITNESS WHEREOF, the Parties have hereunto set their hands this \_\_\_\_ day of \_\_\_\_\_ 2026, at Baguio City, Philippines.

For BFFFI: _____ MS. EVANGELINE B. PAYNO Chief of Staff Baguio Flower Festival Foundation, Inc.	For HOST SCHOOL: _____ Name: _____ Position: School Head/Principal HOST SCHOOL: _____
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For PARTICIPATING SCHOOL: _____ Name: _____ Position: _____ PARTICIPATING SCHOOL: _____	Acknowledgment / Witnesses (as required): _____ _____ Name/Position                  Name/Position
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**ANNEXES**

**Annex A – Turnover Checklist and Inventory (Pre-/Post-Occupancy)**

Host School: \_\_\_\_\_

Participating School: \_\_\_\_\_

Billeting Areas (Room/Building): \_\_\_\_\_

Check-in Date/Time: \_\_\_\_\_ Check-out Date/Time: \_\_\_\_\_

Item/Area	Qty	Condition at Check-in	Condition at Check-out	Remarks	Verified (Initials)
Door/locks	_____				
Windows/screens	_____				
Lights/switches	_____				
Outlets	_____				
Board	_____				
Desks/tables	_____				
Chairs/benches	_____				
Restroom fixtures	_____				
Floors/walls/ceilings	_____				
Fire safety items	_____				
Other: _____	_____				

Host School Focal Person/Staff: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participating School Delegation Head: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annex B – Charges, Payment Terms, and Damage Deposit (If Applicable)**

Host School / Authorized Office: \_\_\_\_\_

Payee / Collecting Officer: \_\_\_\_\_

Official Receipt Reference: N/A

**(Acknowledgement Receipt)** FOR TRANSPARENCY: *not all schools have their own OR*

**Payment shall be given upon arrival of the actual delegates.**

**Minimum of 10,000.00 for at least 100pax**

Charge Item	Basis/ Pax	Rate/Amount	Due	Payment Method	Notes
Utilities (water/electricity)					
Personnel on duty (security)					
Facility maintenance (janitorial)					
Damage deposit (refundable)					
Other: _____					

Certified by (Host School): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged by (Participating School): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annex C – Delegation Roster (Participants and Chaperones)**

Host School / Authorized Office: **Manuel L. Quezon Elementary School**

Payee / Collecting Officer: **HERMOSO BUNNOL**

Arrival Date/Time: **January 31,2026** Departure Date/Time: February 1,2026\_\_\_\_\_

No.	Full Name	Role	Sex	Age/Grade	Mobile No.	Emergency Contact	Signature
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Add additional sheets if necessary...

Delegation Head/Coordinator: \_\_\_\_\_ Mobile: \_\_\_\_\_

## **Annex D – Host School House Rules, Curfew, Restricted Areas, and Waste Segregation Instructions**

Host School: \_\_\_\_\_

Billeting Areas: \_\_\_\_\_

### **A. House Rules and Conduct**

- Observe quiet hours as prescribed by the Host School (default: 9:00 PM to 5:00 AM, unless otherwise posted).
- Smoking, alcoholic beverages, gambling, vandalism, and any form of disruptive or indecent behavior are strictly prohibited within school premises.
- Cooking inside classrooms or indoor areas is not allowed. The use of open flames, candles, portable stoves, or any fire-causing devices is prohibited.
- Do not move, remove, damage, or tamper with school property, furniture, fixtures, electrical wiring, or equipment.
- Maintain cleanliness in sleeping areas. Walkways, doors, stairways, and emergency exits must be kept clear and unobstructed at all times.

### **Use of Water, Comfort Rooms, and Lavatories**

- Practice water conservation at all times. Turn off faucets properly after use and report any leaks immediately to the billeting coordinator.
- Use only the designated comfort rooms and lavatories assigned by the host school.
- Keep comfort rooms clean and sanitary after use. Properly dispose of trash in designated bins.
- Do not flush sanitary napkins, wipes, tissue boxes, or other solid materials in toilets to prevent clogging.
- Avoid prolonged use of showers and sinks to allow equal access for all delegates.
- Laundry and bathing should be done only at designated areas and scheduled times, if provided by the host school.
- Any damage, misuse, or loss of water and sanitation facilities due to negligence shall be reported immediately and may be subject to accountability measures.

### **General Conduct**

- Respect school personnel, billeting coordinators, security staff, and fellow delegates at all times.
- Observe proper decorum and follow all additional rules and schedules set by the host school.
- Delegates are responsible for maintaining discipline, safety, and cleanliness during their entire stay.

### **B. Curfew, Supervision, and Access Control**

- 24/7 adult supervision is mandatory; students shall not leave the premises without chaperone approval.
- **Entry/exit shall be through designated gates only;** comply with ID checks and entry logs.
- **Visitors are not allowed unless cleared by the HOST SCHOOL focal person.**

### **C. Restricted Areas**

- **Off-limit areas shall be marked by the HOST SCHOOL** (e.g., offices, laboratories, storage rooms, restricted buildings).
- **Do not enter locked rooms** or restricted zones under any circumstance.

### **D. Waste Segregation Plan (City Circular Economy Program Compliance)**

- Segregate waste at source: (1) Biodegradable, (2) Recyclable, (3) Residual, (4) Special waste (as applicable).
- Use properly labeled bins/sacks; do not mix segregated waste.
- Dispose only at designated collection points identified by the HOST SCHOOL.
- Bring in and use only compliant items for personal and group needs; avoid prohibited/non-compliant single-use items as may be prescribed.
- Turn over all areas free of waste upon check-out; post-occupancy inspection shall validate compliance.

## Annex E – Emergency Contacts and Incident Reporting Protocol

Host School: \_\_\_\_\_

Billeting Period: \_\_\_\_\_

Role/Office	Name	Mobile/Hotline	Remarks
Host School Focal Person			
Host School Security/Guard			
Participating School Delegation Head			
BFFFI Billeting Coordinator	Ms. EVANGELINE B. PAYNO		
Schools Division Office (SDO) Focal	<b>LOLITA A. MANZANO</b>	<b>09481431060</b>	
BCPO / POSD (as applicable)		442-1211/442-4119/09194377356/09564199724 Hotline: <b>166</b>	
BFP (Fire)		443-7389/442-2222/Hotline- <b>160</b>	
EMS / Ambulance CDRMC OC		442-1900 to 442 1905/444-1911 &426-8619	
Nearest Hospital/Clinic	BMC/BGH		
BENECO		09189029305 /09175921692	

### Incident Reporting Protocol

1. Ensure immediate safety: remove individuals from danger and administer first aid as appropriate.
2. Notify the Host School focal person/security immediately and secure the area (if needed).
3. Contact EMS/BFP/BCPO as required based on incident type and severity.
4. Notify the Participating School delegation head and BFFFI billeting coordinator.
5. Document the incident: time, location, persons involved, actions taken, and photo documentation (when appropriate).
6. Complete post-incident coordination and clearance prior to departure; settle validated damages if applicable.

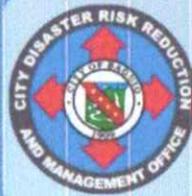
### Annex F – BILLETING SCHOOLS

SCHOOL	SCHOOL HEAD	Contact No. & Email	Address	Group Name(Pax)	Representative(cp no.)
1.Manuel L. Quezon ES	Hermoso Bunnol	422-7696/ mlqes.baguio@gmail.com/09107634885	Upper Session Rd., Baguio City	<b>TRIBU BAGTAS ALISTO ALISTO SDO (150)Santo Domingo Ilocos Sur</b>	09751101587 Gian Carlo Cristobal
2.Pines City NHS-SH	Soledad Copsiyan	0921-272-0746/ 305281pcnhs@gmail.com/	Magsaysay Ave. BC	<b>TRIBU BANNUAR ILOCANDIA (120) Balaoan, La Union</b>	09567406557 Ervin Nebres
3.Josefa Carino ES	Ligaya Annawi	442-3149/ 9276343668/136385@ deped.gov.ph	Yandoc St. BC.	<b>CABA NHS(Guest)DRUM AND LYRE CORP (200) -Caba NHS</b>	09266226231 Lorde Picar
4.Baguio City NHS	Whitney Dawayen	0939-142-4921/ <a href="mailto:305269@deped.gov.ph">305269@deped.gov.ph/</a>	Gov. Pack Rd., BC	<b>PUGO CENTRAL SCHOOL DRUM AND LYRE (230)-</b>	09202263871Wena lyn Fe Tura
5.Apolinari o Mabini ES	Wilma Biteng	136403@deped.gov.ph/9283 199881/424-6236	Salud Mitra, BC	<b>TRIBU Balitok A Pagey (200)-Malasique Pangasinan</b>	09513088851 Jhommel Molina
6. Bonifacio ES	Juliet Mamaril	422-3892/ 9982845652/bonifacio elemschool136393@gmail.com	Bado Dangwa St Cresencia Village BC	<b>TRIBU LUNGSOD PAG-ASADE CHECO'S STREET DANCERS (150) San Jose City NE</b>	09776212766 Jeff Rino Villar
7. San Vicente ES	Lillie Dulnuan	620-3826/ 9386599509/svesbc@gmail.com	San Vicente, BC	<b>TRIBU EULOGIANO BAGGAK FESTIVAL (175) Bauang La Union</b>	09060536416 Elisio Buenafe,PhD (PIV)
8.San Vicente NHS	Maria Joan Andayan	svnationalhighschool@gmail.com/ 09123628090/442-4562	San Vicente, BC	<b>TRIBU KANLURAN JONES (170) Jones Isabela</b>	09560134967 Vanessa Tugelida
9. Rizal Elem. School	Sharon Christianie R. Castillo	9184551917/246-1284/ rizalbaguio1937@gmail.com	01 Gibraltar Rd., BC	<b>BARYO KAMAISAN (120)-Lamut Ifugao</b>	09603130861 Kristine Ramirez



# EMERGENCY: DIAL 911

## HOTLINE NUMBERS



### CITY DISASTER RISK REDUCTION AND MANGEMENT OFFICE

☎ 442-1900    📠 0927-628-0498  
442-1901    0999-678-4335  
442-1905



### BAGUIO CITY EMERGENCY MEDICAL SERVICES

☎ 442-1911    📠 0905-555-1911  
0921-320-8052



### BAGUIO WATER DISTRICT

☎ 442-3218    📠 0908-865-1504  
442-6539



### BENGUET ELECTIC COOPERATIVE INC.

📠 0908-865-7202    ☎ 637-4400  
0917-592-1698



### BAGUIO CITY POLICE OFFICE

☎ 661-1471    📠 0998-598-7739  
0917-575-8993

Station 1	619-9256	Station 6	620-0585
Station 2	619-1738	Station 7	620-0584
Station 3	620-0560	Station 8	424-2681
Station 4	620-0581	Station 9	620-4178
Station 5	620-4190	Station 10	620-4146



### BAGUIO CITY FIRE STATION

☎ 442-2222    📠 0912-409-6114

Aurora Hill Sub-station: 661-7169  
Irisan Sub-station: 442-4357  
Quirino Hill Sub-station: 619-9798

DEPED BAGUIO DIVISION DRRM Tel.NO.446-6738 / 442-7819 / 446-1488/ 0919-437-7356 / 09564199724

PANAGBENGA BILLETING - SDO BAGUIO FOCAL- 0948-143-1060-Lolit Manzano