

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

May 11, 2026

OFFICE MEMORANDUM

No. 043,2026

COMPOSITION OF THE TECHNICAL WORKING GROUP FOR THE PERFORMANCE GOVERNANCE SYSTEM (PGS) VIDEO PRESENTATION

To : Assistant Schools Division Superintendent
 Chief Education Supervisors
 All Identified Personnel

1. In connection with the ongoing journey of the Schools Division of Baguio City under the Performance Governance System (PGS), the Technical Working Group for video presentation is hereby established with the terms of references:

ROLES	TOR/ MEMBERS	KEY ACTIVITY	OUTPUT	TIMELINE
Project Advisers	SDS Soraya T. Faculo ASDS Samuel T. Egsaen Jr.	Provide overall direction, guidance, and policy oversight for the conceptualization and production of the PGS video presentation; review and approve major outputs and ensure alignment with Division goals and standards.	Approved Video Presentation Framework and Final Video Presentation	June 19, 2026
Overall Secretariat	Jimmy S. Santos	Schedule meetings, consolidate inputs, monitor timelines, and ensure smooth communication among members of the Technical Working Group.	Consolidated Project Plan, Coordination Reports, and Finalized Video Presentation Requirements	



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Creative and Technical Director	Harris G. Dizon	Lead the technical and creative production of the video presentation video editing, audio enhancement, interview facilitation, sequencing, and overall visual presentation.	Final Edited Video Presentation	June 2, 2026 – Draft Video Version On or before June 15, 2026 - Final Video
Visual and Graphic Illustrator	Loida Mangangey	Develop visual concepts, illustrations, graphics, layouts for print & online learning resources.	Logo for Front Page of Learning Resources	May 15, 2026
Script Development Team	Armi Victoria Fiangaan Marina Tabangcura Sydney Shan Carino	Conduct research, conceptualize content, develop storyboard flow, and prepare the narrative script aligned with the objectives of the PGS presentation.	Final Script and Storyboard	May 15, 2026
Narration Lead	Sydney Shan Carino	Deliver voice-over narration based on the approved script; ensure clarity, proper diction, timing, and alignment with the intended tone of the presentation.	Recorded Voice-over Narration	May 20, 2026
Administrative Secretariat	Julie-Abegail Loy C. Martillana	Prepare documentation, record proceedings, monitor submission of	Meeting Documentation, Progress Monitoring Reports, and	





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		outputs, facilitate administrative requirements, and provide progress updates to the team.	Consolidated Records	
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2. In addition, all members of the Technical Working Group (TWG) are hereby requested to convene **on May 18, 2026 (Tuesday)**, from **8:30a.m. to 10:00a.m.** at the **2nd Floor Mini Conference Room, Schools Division Office of Baguio City**, for the finalization and provision of final inputs and recommendations of the script.

3. For immediate dissemination and compliance.


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

STF/jalcm



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