



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



August 28, 2026

Division Memorandum
No. **566, s. 2026**

**CONDUCT OF THE DIVISION WORK IMMERSION FAIR AND REGISTRATION OF
INDUSTRY PARTNERS IN THE INDUSTRY IMMERSION DASHBOARD**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
Education Program Supervisors
All Others Concerned

1. In support of the implementation of the Strengthened Senior High School (SHS) Curriculum and the Technical Professional (TechPro) Track, this Office announces the conduct of the Division Work Immersion Fair on **September 11, 2026**, at the **Baguio City High School Auditorium, Baguio City**. The activity is aligned with the conduct of the 2026 Nationwide Work Immersion Fair with the theme "Bridging Aspiration and Opportunity: Strengthening Industry-School Partnerships."

2. The activity aims to:

- a. Strengthen collaboration between schools and industry partners in implementing quality work immersion programs;
- b. Provide a venue for networking and matching between Senior High Schools and industry partners;
- c. Showcase the opportunities available for learners under the Strengthened SHS Curriculum and TechPro Track;
- d. Encourage industry partners to formalize their support and commitments for work immersion placements; and
- e. Increase the number of registered industry partners in the Industry Immersion Dashboard.

3. The official participants to the Division Work Immersion Fair 2026 shall include the School Heads and Work Immersion Coordinators of the pilot Strengthened Senior High School (SSHS) implementers, namely Baguio City High School (BCHS), Pines City National High School (PCNHS), and San Vicente National High School (SVNHS), together with three (3) industry partners endorsed by each school. All pilot SSHS implementers shall ensure that their respective industry partners register in the official Industry Immersion Dashboard before the fair.

4. To expand opportunities for learners and strengthen school-industry partnerships, all Senior High Schools (19) are directed to coordinate with their existing and prospective work immersion partners and encourage them to register through the Industry Immersion Dashboard at:

<https://sites.google.com/seameo-innotech-ecair.org/dep-wip-2026-partners/home>

or scan the QR code



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<https://tinyurl.com/industrypartnerREG>

5. Senior High School Heads and Work Immersion Coordinators shall:
 - a. Disseminate the registration link to all existing and prospective industry partners;
 - b. Assist partners in completing the registration process, when necessary;
 - c. Encourage partners to signify their commitment to provide work immersion opportunities for learners; and
 - d. Monitor and report the number of industry partners registered under their respective schools.
6. To ensure the effective planning, coordination, implementation, monitoring, and evaluation of the activity, the Schools Division Office of Baguio City hereby adopts the composition of the **SDO Baguio Technical Working Group (TWG)** as reflected in **Enclosure No. 1** of this Memorandum.
7. All concerned are advised to disseminate this information to relevant personnel and ensure the attendance of the identified participants.
8. For inquiries, please contact CID Chief – Juliet Sannad, telephone number 619-3491.
9. Immediate dissemination of this memorandum to all concerned is desired.


Digitally signed by Soraya T.
Faculo
Date: 2026.08.28 19:07:51 +08'00'
SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 



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Enclosure 1: Technical Working Group

WORK IMMERSION FAIR
September 11, 2026, BCHS AUDITORIUM

SDO BAGUIO TECHNICAL WORKING GROUP

Consultants

- SDS Soraya T. Faculo, PhD, CESO V
- ASDS Samuel T. Egsaen, EdD, CESO VI

Overall Committee Chairperson

- Chief Juliet Sannad, EdD

No.	Committee	RO Focal	SDO Focal	Members/Persons In-Charge	Terms of Reference
1	Over-All Coordination Committee	Jonalyn C. Ambrona	Mary Jane Malihod	Whitney Dawayen Maylyn Samidan	• Provide overall leadership, direction, and supervision of the event; • Preside over coordination meetings; • Ensure that objectives of the Work Immersion Fair are achieved; • Resolve issues and concerns during planning and implementation.
2	Program Paper			Diona Palayen Viliu Buya	• Prepare the program paper incorporating QR codes for easy access to information about the different partners and SHS programs.
3	Program Preliminaries			Riza Langbao	• Conduct practices for the faculty club choir • Ensure seamless flow of



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No.	Committee	RO Focal	SDO Focal	Members/Persons In-Charge	Terms of Reference
					preliminaries based on the approved program sequence.
4	Invitation	RO Speakers	SDO EPS Invitation to partners	Glyn Joy Tayaban Shalin Angcaway Rowena Rojas Angeline Garcia Aaron Flores Efren Mathew de Peralta Lakambini Pine Blacio Mabanag Reagan Bagtila Annie Mones Angel Liban	• Coordinate with and confirm the participation of invited Resource Speakers and partner organizations. • Facilitate the online registration of the invited partners
	Tarpaulin lay-out and Lei for the Guest Speakers			Marilyn Bugatti Jesssica Angeleo	• Re-layout the approved tarpaulin design to ensure high-resolution output and prevent pixelation when printed. • Prepare and provide leis for the Guest speakers
5	ICT – FB Live stream, Led wall and Sound System operator		Harris Dizon Jr. SDO members Vincent J. Luis Sonny Paday-os	School members: James Tapales Viliu Buya	• manage all ICT and technical requirements of the event • Set up, operate, and manage the LED wall for presentations, videos, and visual displays. • Set up the sound system • Set up the official live streaming page/channel including



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No.	Committee	RO Focal	SDO Focal	Members/Persons In-Charge	Terms of Reference
					event title, captions, thumbnails, and descriptions. • Monitor the livestream continuously for interruptions, lagging, sound issues, or technical concerns.
6	Booth Management	Jonalyn Ambrona	Mary Jane Malihod	Maylyn Samidan Shallin Angcaway, Glyn Joy Tayaban, Blacio Mabanag, Reagan Bagtila, Grace Cuyahon, Fernando Esteban Albert de Vera Mary Ann Dajucon Rowena Rojas Glenda Sison Aaron Flores	• Layout the area for booth display • Facilitate booth assignment and schedule of setup; • Ensure orderly arrangement of booths and exhibits.
7	Logistics and Physical Arrangement			Dixon Lid-ayan Zeus Tumada Male Utility personnel	• Prepare venue layout (Chairs, Tables and booth) • Prepare and assign the Table Name Plate for every participant. • Ensure readiness of facilities before the event • Provide technical support during the fair.
8	Decoration	Jonalyn Ambrona	Mary Jane Malihod	Marilyn Bugatti Blezyrezza Piluden Mary Ann Ancheta	• Conceptualize and design the overall decoration and visual theme of



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No.	Committee	RO Focal	SDO Focal	Members/Persons In-Charge	Terms of Reference
				Female Utility personnel	the event venue, including the stage. - Identify, request, and prepare the necessary materials, equipment, and supplies for the decorations. - Ensure the proper installation and timely completion of all decorations prior to the event.
8	Registration and Secretariat			Cheryl Mabli, Glenda Sison Hilda Dawayen Christian Hans Anongos Prima Donna Garcia	- Prepare attendance sheets and registration forms; - Provide attendance copy to the supply officer for liquidation; - Check completeness of documents of TWG members for processing of service credits - Distribute the kit to participants upon registration
9	Finance and Resource Mobilization Committee			Mylene James Glaire Romero Myrene Ferrer	- Process procurement of food and other supplies - Sort the kit and coordinate with the registration committee for the distribution



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No .	Committee	RO Focal	SDO Focal	Members/Persons In-Charge	Terms of Reference
10	Media / PIO	Cyrille Gaye Miranda			• Prepare press releases, feature articles, and news updates before, during, and after the event. • Handle official social media postings, captions, and online promotions.
11	Food Committee			Jessica Angeleo Mary Ann Dajucon Grace Cuyahon	• Coordinate with suppliers/ caterers for food preparation and delivery time. • Ensure that all official participants will be provided with meals, snacks, and drinks • Plan how food will be distributed to the participants
12	Documentation Committee	PAU		Joey Lartec Rei Anthony Albion	• Take photographs and videos of all activities; • Prepare narrative documentation of the event; Compile visual records for school reports and future reference
13	Ushering Committee			Harriet Osorio Ke-al Alindayo Aiza Kimmayong Anilyn Policew Maargie Mostales	• Guide the guests and manage orderly movement of participants;



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				Hyacinth Dagulo Zeus Tumada	Assist booth exhibitors and visitors with inquiries; Provide hospitality services to guests.
14	Certificates Committee	RO		Laila Kiw-isen Gina Gardingan	- Coordinate with the RO focal for the distribution of certificates: ✓ Appearance and participation to all participants ✓ Appreciation to partner industries and Guest speakers
15	Monitoring and Evaluation Committee	RO			- Prepare evaluation tools for the event. - Respondents are the official participants - Consolidate the evaluation for presentation during post-evaluation
16	Parking Attendants			Ferdinand Asistin All Guards on duty	Guide incoming and outgoing vehicles to their designated parking areas to ensure organized, safe, and efficient parking within the school premises.