

### Republic of the Philippines

# Department of Education

# REGION VIII SCHOOLS DIVISION OF CALBAYOG CITY

November 25, 2025

**DIVISION MEMORANDUM** 

No. 794 S. 2025

# CONDUCT OF THE PAMASKONG HANDOG 2025 - NATIONWIDE GIFT-GIVING ACTIVITY AT SAN JOAQUIN CENTRAL ELEMENTARY SCHOOL

TO :

Asst. Schools Division Superintendent

SGOD and CID Chiefs

Education Program Supervisors
Public School District Supervisors
Elementary & Secondary School Heads

All others concerned

- 1. In reference to the implementation of the Pamaskong Handog 2025: Nationwide Gift-Giving for Learners and Families, spearheaded by the Department of Education in partnership with the Office of the President and the Department of Information and Communications Technology (DICT), this Division announces the participation of San Joaquin Central Elementary School, Tinambacan II District, Calbayog City, Samar as one of the identified school recipients.
- 2. As part of the Division's support for the conduct of the activity at the school level, all assigned participants and members of the Technical Working Group (TWG) shall be granted Compensatory Time Off (CTO)/Compensatory Overtime Credit (COC) in recognition of their services rendered during the activity on the following dates:
  - November 29, 2025 Preparatory and coordination activities
  - December 6, 2025 Implementation of the school-based Pamaskong Handog activities
- The identified personnel are expected to assist in ensuring the smooth, meaningful, and successful execution of the activity in accordance with the provided guidelines.
- 4. Expenses relative to the conduct of the activity shall be charged to *local* funds/School MOOE/PSF for the Pamaskong Handog 2025 Program or other



#### Department of Education Region VIII-Eastern Visayas Schools Division of Calbayog City

sources as may be allowed by existing accounting and auditing rules and regulations.

- 5. Should you need further information or clarification, you may coordinate with Ms. Carren Meryl A. Cabadsan, SEPS-SMN @09763427843.
- 6. Immediate dissemination of this Memorandum is likewise directed.

MARGARITO A. CADAYONA JR. PhD, CESO VI

Schools Division Superintendent

For the Schools Division Superintendent

JOSE O. ABON Public Schools District Supervisor Office-In-Charge

Enclosure: Annex A - List of Participants and TWG

Annex B - List of School Recipients

Annex C - Program Flow Annex D - Timeline of Events





# Department of Education Region VIII-Eastern Visayas Schools Division of Calbayog City

# ANNEX A

# LIST OF PARTICIPANTS AND TWG

Ю.	PARTICIPANTS
1.	Dr. Margarito A. Cadayona Jr.
2.	Dr. Jun-Nilou D. Dulfo
3.	Dr. Avelina P. Tupa
4.	Dr. Renato S. Cagomoc, DM
5.	Billate, Oscar Jr. D.
5.	Ongcal, Elbert G.
7.	Jaraba, Arnold M.
8.	140 Grade 3 Learners
9.	Parents of the Grade 3 Learners
10.	Brgy. Officials
11.	LGU Officials/ Guests
1.1	TECHNICAL WORKING GROUP
12.	Cabadsan, Carren Meryl A.
13.	Advincula, Marian C.
14.	Balza, Sharon D.
15.	Borela-Roa, Aliza A.
16.	Capalis, Katherine C.
17.	Doroja, Eric D.
18.	Halabaso, Reggie
19.	Portura, Joanna Lou V.
20.	Ballon, Gary H.
21.	Ortega, Drixel Idol R.
22.	Nieves C. Javines
23.	Mae Angelica R. Comota
24.	Pops M. Matudan
25.	Stephanie C. Labasbas
26.	Josephine A. Tomnob
27.	Elleane P. Sagayap
28.	Marcia B. Geonzon
29.	Erna N. Rosco
30.	Maria Victoria A. Palima
31.	Maria Chona N. Ramirez
32.	Miriam D. Magalang
33.	Cecille D. Loreto
34.	Jerameel I. Alcaraz
35.	Malou P. Tan
36.	Dnina Gracia D. Sarzata
37.	Pablo P. Delos Santos
38.	Rowena P. Sagayap
39.	Rosemarie E. Paulino



#### ANNEX B

## LIST OF SCHOOL RECIPIENTS

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#### ANNEX C

#### PROGRAM FLOW



#### PAMASKONG HANDOG PROGRAM Registration & Breakfast 6:30-7:15 7:15-7:30 **Preliminaries** SJNHS Performers **Cultural Group** 7:30-7:45 Performance Nieves C. Javines 7:45-8:00 **Welcome Remarks** School Head, SJCES Dr. Margarito A. Cadayona, Jr., CESO VI 8:00-8:45 **Event Introduction** Schools Division Superintendent, SDO Calbayog Christmas Group SJNHS Performers 8:45-9:00 Performance Hon. Raymund C. Uy 9:00-9:45 Message Mayor, Calbayog City 9:45-10:00 Standby for Livestream LIVESTREAM: Satellite Gift-Giving General Program 10:00-11:00 President's Message Gift Giving Photo Opp. with the First Family Tour of Booths w/ Chair Performance 11:00-11:45 Hon. Stephen James T. Tan Representative, 1st District of Samar Dr. Jun-Nilou D. Dulfo **Closing Remarks** 11:45-12:00 Assistant Schools Division Superintendent, SDO Calbayog 12:00-12:50 Lunch, Photo Opp., and Fun & Games DNINA GRACIA D. SARZATA PABLO P. DELOS SANTOS







# Department of Education Region VIII-Eastern Visayas Schools Division of Calbayog City

### ANNEX D

## TIMELINE OF EVENTS

Date	Event/Meeting	Venue	Persons Involved
November 17, 2025, 10AM	Initial Meeting	SJCES Principal's Office	Nieves C. Javines Mae Angelica R. Comota
November 17, 2025, 3PM	Coordination Meeting with Soc Mob	Red Iron Hotel	Nieves C. Javines Mae Angelica R. Comota Carren Meryl A. Cabadsan
November 18, 2025, 9AM	Meeting with Committee Coordinators and Members	SJCES Principal's Office	Committee Coordinators and Members
November 19, 2025, 1PM	Meeting with Barangay Officials & SPTA Officers	SJCES Principal's Office	Nieves C. Javines Mae Angelica R. Comota Barangay Officials SPTA Officers
November 20, 2025, 1PM	Meeting with Grade 3 Advisers and Parents	SJCES Grounds	Nieves C. Javines Mae Angelica R. Comota Grade 3 Advisers Grade 3 Parents
November 29, 2025, 3PM	Program Flow Run Through	SJCES Gymnasium	Committee Coordinators and Members/TWG SJNHS Performers Representative Host/Emcee
December 1-3, 2025, 3PM	Practice with Students	SJCES Gymnasium	Nieves C. Javines Mae Angelica R. Comota Grade 3 Advisers & Pupils
December 4, 2025, 8AM	Simultaneous Technical Dry Run	SJCES Gymnasium	Committee Coordinators and Members SJNHS Performers Host/Emcee
December 5, 2025, 8AM	Final Dry Run		All Involved Key Personnel Grade 3 Pupils & Parents
December 6, 2025, 6AM	Event Proper	SJCES Gymnasium	All involved

