



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

April 07, 2026

DIVISION MEMORANDUM

No. 154, S., 2026

Committees, Terms of Reference, Duties, and Timeline for Co-Hosting the National Schools Press Conference (NSPC) 2026 Billeting at Linao Central Elementary School, Ormoc City

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads
All Concerned

1. In reference to Regional Memorandum No. 378, s. 2026, SDO Calbayog City has been designated as co-host for the billeting of Region XII delegates at Linao Central Elementary School (CES), Ormoc City, during the National Schools Press Conference (NSPC 2026) from April 13–17, 2026.
2. The total number of delegates to be billeted is approximately 194 pax. Currently, 100% of the beddings have been delivered.
3. As co-host, SDO Calbayog City's role is supportive to Linao CES and the main host (SDO Ormoc City and DepEd Regional Office VIII). All activities shall be conducted in close coordination with Linao CES, with an advance party deployment on April 8, 2026, to verify the setup and remaining arrangements.
4. SDO Calbayog City has no dedicated cash allocation for this activity. Committees are encouraged to be resourceful and solution-oriented, including seeking donations, in-kind support, or using school/division MOOE reimbursements, to ensure that all roles and functions are delivered efficiently without compromising the welfare of the delegates.
5. The following table presents the **committees, chairpersons, terms of reference, and duties/functions**:



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DEPARTMENT OF EDUCATION REGION VIII - SCHOOLS DIVISION OF CALBAYOG CITY

Committee	Chairman /Asst. Chairman / Members	Terms of Reference (TOR)	Duties and Functions
Committee Overall Head: Dr. Renato S. Cagomoc			
Assistant Committee Head: Jose O. Abon			
Billeting, Beddings, and Accommodation Committee	Chairman: Annabelle O. Yangzon Asst. Chairman: Maricel Alegria Members: Salma Ortiz Elizabeth B. Lumod Linao CES Personnel	Ensure comfortable and adequate accommodations for delegates by coordinating with Linao CES and creatively leveraging available resources, donations, or school MOOE reimbursements.	1. Verify pre-delivered 194 beddings 2. Assign and arrange rooms for 194 delegates efficiently. 3. Help maintain the cleanliness, safety, and comfort of rooms. 4. Help address gaps with Linao CES support. 5. Help seek low-cost or donated solutions.
Distribution and Retrieval Committee	Chairman: Dr. Geraldine P. Sumbise Asst. Chairman: Marvin Regulacion Members: Harvey Joshua Monforte Josephine Silva Jerome Silva Linao CES Personnel	Manage proper distribution and retrieval of materials, beddings, supplies, and tokens to support co-hosting functions.	1. Distribute beddings, food kits, medical kits, and tokens. 2. Retrieve unused or leftover items after the event. 3. Keep accurate documentation. 4. Coordinate with Ways & Means Committee for efficient logistics.
Delegate Assistance and Welfare Committee	Chairman: Dr. Fernando Medrina Members: Linao CES Personnel	Attend to delegates' comfort and welfare during their stay, supporting Linao CES in daily operations.	1. Respond to delegates' inquiries and concerns related to NSPC activities. 2. Assist with schedules, meals, and special needs. 3. Coordinate with Linao CES staff. 4. Encourage creative, resourceful solutions.
Protocol Committee	Chairman: Jose Abon Asst. Chairman: Ricky S. Cano Members: Vivencio Tarrayo Linao CES Personnel	Ensure proper reception, courtesy, and formalities for VIPs, Regional Directors, and EXECOM officials.	1. Welcome and send-off of VIPs. 2. Assist with official introductions and seating arrangements. 3. Coordinate with the Transportation Committee for smooth operations. 4. Ensure professional presentation at all formal events.
Transportation Committee	Chairman: Bernie Abing Members: Normel Galias Rina M. Aboganda Linao CES Personnel	Provide safe and timely transport services for VIPs, delegates, and committee members.	1. Schedule and assign vehicles for the arrivals and departures of the committee members. 2. Coordinate with the Protocol Committee for VIP transport. 3. Optimize vehicle use or share transport with Linao CES. 4. Ensure timely and smooth transfer to and from the venue.
Medical and Health Services Committee	Chairman: Maricel Merencillo Asst. Chairman: Sharon Gonzalbo Members: Adrian Marie Nuevo Ghilli Rhose Torculas Linao CES Personnel	Ensure delegates' health and safety by assigning medical personnel and monitoring conditions.	1. Coordinate with the Division Medical team for the two nurses to be assigned. 2. Help provide first aid and routine monitoring. 3. Coordinate with Linao CES for emergencies. 4. Help address gaps in medical supplies with practical solutions.



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Committee	Chairman /Asst. Chairman / Members	Terms of Reference (TOR)	Duties and Functions
Committee Overall Head: Dr. Renato S. Cagomoc			
Assistant Committee Head: Jose O. Abon			
Welcome Ceremony and Food Provision Committee	Chairman: Teresa D. Villa Asst. Chairman: Mercedita S. Garcia Members: Rina M. Aboganda Aldrin Cruda Ester A. Siozon Linao CES Personnel	Organize the welcome ceremony and provide minimal food in a cost-efficient, hygienic, and safe manner.	1. Plan a simple menu for the welcome night. 2. Coordinate with Linao CES kitchen staff. 3. Help serve food safely and efficiently. 4. Use donations, in-kind support, or school MOOE reimbursement. 5. Support Welfare Committee as needed.
Token Committee	Chairman: Jose O. Abon Asst. Chairman: Noel E. Sagayap Members: Lilebeth G. Ortiz Linao CES Personnel	Prepare and present tokens to the RO top officials and manage proper documentation.	1. Source or prepare tokens creatively. 2. Coordinate with the Protocol Committee for presentation. 3. Document issuance and retrieval. 4. Retrieve unused tokens post-event.
Security and Safety Committee	Chairman: Reynaldo T. Bernales Asst. Chairman: Jaysam Managagay say Members: Linao CES Personnel	Ensure the safety and security of delegates, committee members, and school facilities during the event.	1. Coordinate with Linao CES security personnel. 2. Monitor entry and exit points. 3. Ensure adherence to safety protocols. 4. Address emergencies promptly and efficiently.
Ways and Means Committee	Chairman: Ester A. Siozon Asst. Chairman: Marcia Tocayon Members: Danilo Jadulco Robert Ornochia Maricel Merencillo Linao CES Personnel	Source and manage all materials, funds, and resources for co-hosting, using donations, MOOE reimbursements, or in-kind support.	1. Procure beddings, food, medical kits, and other supplies. 2. Coordinate with donors and beneficiaries. 3. Track items and expenses for MOOE reimbursement. 4. Support other committees in resource needs.
General Logistics and Support Committee	Chairman: Ma. Teresa S. Simon Asst. Chairman: Elbert G. Ongcal Members: Benchie Bonggoyan Linao CES Personnel	Oversee general coordination, communication, and logistical support among all committees.	1. Ensure smooth communication between committees and Linao CES. 2. Coordinate daily schedules, meeting rooms, and utilities. 3. Assist committees in addressing challenges or operational gaps. 4. Maintain documentation and records of overall co-hosting operations.

- Committees shall coordinate **daily with the Linao CES school head and staff** to ensure that rooms, facilities, and utilities are ready. Daily coordination meetings will be conducted **April 9–13, 2026**, during the delegates' stay.
- Committees are encouraged to be **resourceful and solution-oriented** when gaps arise, utilizing donations, in-kind support, or school/division MOOE reimbursements to fulfill their roles effectively.



8. Each Committee chairperson shall submit **daily reports to the SDO Coordinator**. A **final report** including challenges, donations, MOOE reimbursements, and recommendations shall be submitted on **April 18, 2026**.
9. All expenses incurred shall be charged against **school MOOE or other local funds**, subject to existing **accounting and budgeting rules and regulations**, including proper reimbursement procedures.

Timeline / Gantt Chart – Annex A

Activity / Committee	Apr 7	Apr 8	Apr 9	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15-16	Apr 17	Apr 18
Internal Planning Conference (SDO Calbayog)	■										
Advance Party Deployment (Coordination with Linao CES)		■									
Billeting, Beddings & Accommodation		■	■	■	■		■	■			
Delegate Assistance & Welfare Committee			■	■	■	■	■	■			
Protocol Committee			■	■	■	■	■	■			
Transportation Committee			■	■	■	■	■	■			
Medical & Health Services Committee			■	■	■	■	■	■			
Welcome Ceremony & Food Provision			■	■							
Token Committee			■	■	■	■					
Security & Safety Committee			■	■	■	■	■	■			
Ways & Means Committee	■	■	■	■	■	■	■	■			
General Logistics & Support Committee		■	■	■	■	■	■	■			
Delegate Arrival			■	■							
Delegate Departure & Clearance										■	■
Joint Inspection with Linao CES								■			
Post-Conference Evaluation										■	
Submission of Final Reports											■

Legend: ■ = Activity period/execution

10. Immediate dissemination and strict compliance with this memorandum are highly desired.




MARGARITO A. CADAYONA JR., PhD., CESO VI
 Schools Division Superintendent

