



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

August 20, 2026

DIVISION MEMORANDUM

No. 361, s. 2026

**ADDENDUM TO DM # 340, S. 2026 RE: UPDATE ON THE CONDUCT
OF THE 2026 STAKEHOLDERS' SUMMIT**

TO: Asst. Schools Division Superintendent
SGOD and CID Chiefs
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the School Governance and Operations Division (SGOD) Social Mobilization and Networking, informs that the following personnel will be part of the TWG for the **2026 Stakeholders Summit**:

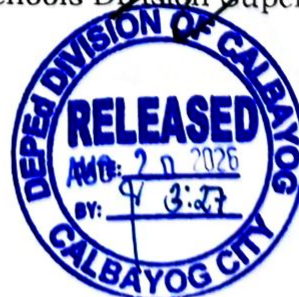
Name	Committee
1. Lillibeth G. Ortiz	Registration and Attendance
2. Laila S. Tupa	Registration and Attendance
3. Erica T. Macaloyos	Registration and Attendance
4. John Lavern C. Bocado	Technical

2. There will also be a meeting and practice for the Ushers and Usherettes on **August 20, 2026, 3:00pm** at the Calbayog City Convention Center, Brgy. Capoocan, Calbayog City.

3. The rest of the provisions stipulated in the previous memorandum remain in effect.

4. Immediate and wide dissemination of, and strict compliance with this Memorandum is desired.

JOEL A. ZARTIGA PhD, CESO VI
JOIC - Schools Division Superintendent



Enclosure: As stated
To be indicated in the *Perpetual Index* Under the following subjects:
SGOD **STAKEHOLDERS SUMMIT**



Address: P2 Brgy. Hamorawon, Calbayog City, Samar
Email Address: calbayogcity@deped.gov.ph
Website: <https://calbayogcity.deped.gov.ph>

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

August 10, 2026

DIVISION MEMORANDUM

No. 240, s. 2026

UPDATE ON THE CONDUCT OF THE 2026 STAKEHOLDERS' SUMMIT

TO : Asst. Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the **School Governance and Operations Division (SGOD) – Social Mobilization and Networking Unit (SMN)**, reiterates the conduct of the **2026 Stakeholders' Summit and Awarding of the Most Outstanding Stakeholders** on **August 21, 2026 (Friday)**, at **1:00 P.M.**, at the **Calbayog City Convention Center**.

2. All concerned **Participants, Public Schools District Supervisors (PSDSs), and School Heads** are hereby reminded of the following details:

Date : August 21, 2026 (Friday)
Time : 1:00 P.M. (*Participants are advised to arrive early.*)
Venue : Calbayog City Convention Center
Attire : **Smart Casual**, preferably incorporating the prescribed **Gold and Black motif**, as applicable, in accordance with **Division Memorandum No. 284, s. 2026**

3. **Key Reminders:**

- a. **Accompanying Official.** *School Heads shall accompany their respective Outstanding Stakeholder during the activity and awarding ceremony.*
- b. **Capacity Limit.** *Only one (1) representative per Outstanding Stakeholder shall be allowed to attend the activity due to budgetary and logistical constraints.*
- c. **Confirmation of Attendance.** *All concerned participants and awardees are requested to confirm their attendance with the **Social Mobilization and Networking Unit (SMN)** at the earliest possible time.*

4. The **Most Outstanding Stakeholders** were identified based on the **highest total value of donations converted into cash equivalent**, as reflected in the **DepEd Partnership Database System (DPDS) Reports for School Year 2024–2025 (July 2024 to June 2025)**. A total of **seventy-two (72) school-based stakeholders** shall be



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recognized under the six (6) school-based award categories, exclusive of the **Division Office Awardee**.

5. The identification of the **Outstanding Stakeholders** was finalized following the completion of the prescribed validation of documentary requirements. School Heads who submitted the complete required documentary requirements within the prescribed validation period were confirmed as the respective awardees. In cases where the initially identified stakeholders were not able to comply with the documentary requirements within the prescribed period, they were **replaced by the next highest-ranking stakeholders**, provided that their respective School Heads were able to submit the complete documentary requirements during the validation period. The final selection was based on the total value of resources generated, as reflected in the **validated DepEd Partnership Database System (DPDS) Reports for School Year 2024-2025**.

6. Attached to this Memorandum are the following:

- **Annex A** – *Official list of outstanding stakeholders and their respective School Heads who shall attend and participate in the awarding ceremony;*
- **Annex B** – *List of Participants; and*
- **Annex C** – *List of Technical Working Group (TWG) Members and their respective designated tasks.*

7. A meeting with all members of the **Technical Working Group (TWG)** shall be conducted on **August 14, 2026 (Friday)** to discuss the final preparations, assigned tasks, coordination requirements, and other matters necessary for the successful conduct of the **2026 Stakeholders' Summit**. All TWG members are expected to attend and actively participate in the said meeting.

8. The following **Project Development Officers I (PDO I)** are hereby advised to report to the **Division Office – SGOD-SMN** from **August 17 to 20, 2026**, to assist in the logistical and other necessary preparations for the conduct of the 2026 Stakeholders' Summit. An **official attendance record reflecting their time-in and time-out** shall be maintained for the duration of their assignment.

NAME	POSITION	STATION
Aliza C. Borela-Roa	PDO I	San Policarpo Central School
Katherine A. Capalis	PDO I	Tinambacan Central School
Reggie C. Halabaso	PDO I	Calbayog Pilot Central School

9. This Memorandum shall likewise serve as the **Travel Order** for the concerned DepEd personnel and TWG members who are authorized to travel and/or report for duty in connection with the preparation and conduct of the **2026 Stakeholders' Summit**, subject to existing travel, attendance, and other applicable rules and regulations.

10. DepEd personnel and members of the **Technical Working Group (TWG)** who render services beyond regular working hours, including weekends and holidays, in connection with the preparation and conduct of this activity may be granted **Compensatory Overtime Credit (COC)** and may subsequently avail of **Compensatory Time Off (CTO)**, subject to the provisions of **CSC-DBM Joint Circular No. 2, s. 2004** (Non-Monetary Remuneration for Overtime Services Rendered) and other existing DepEd policies, rules, and regulations.

11. For inquiries and other concerns, please contact **Ms. Carren Meryl A. Cabadaan**, Senior Education Program Specialist - Social Mobilization and Networking Unit (SEPS-SMN), through **0976-342-7843** or via email at sepmob@calbayog.ph.education

12. This Memorandum is issued for the **information, guidance, and strict compliance of all concerned.**

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

For the Schools Division Superintendent


JUN NILOU B. DULFO, PhD
Assistant Schools Division Superintendent
Officer-In-Charge
S.O. NO. 048



ANNEX A

OFFICIAL LIST OF OUTSTANDING STAKEHOLDERS

OUTSTANDING STAKEHOLDERS (Small School Category)			
DISTRICT	SCHOOL	PARTNER NAME	NAME OF SCHOOL HEAD
C1	GROUP		
	Pinamurotan Integrated School	Brgy. Pinamurotan Council	Herman T. Verano
	INDIVIDUAL		
	Pinamurotan Integrated School	Romart Verano	Herman T. Verano
C2	GROUP		
	Cacaransan ES	SPTA SY 2024-2025, Cacaransan Elementary School	Marian G. Cui
	INDIVIDUAL		
	Cacaransan ES	Jerry Saldana	Marian G. Cui
C3	GROUP		
	Esperanza Elementary School	Brgy. Esperanza Council	Randy A. Nable
	INDIVIDUAL		
	Guinbaoyan Sur Elementary School	Maybelle Lacorte	Emmalyn A. Tan
C4	GROUP		
	Osmena ES	SPTA SY 2024-2025-Osmena Elementary School	Josephine G. Magbutay
	INDIVIDUAL		
	La Paz Elementary School	Hon. Vanrick Dacut	Josephine G. Magbutay
C5	GROUP		
	Calbayog Arts & Design School of EV (CADSEV)	Brgy. Gadgaran Council	Samuel Repelente
	INDIVIDUAL		
	Calbayog Arts & Design School of EV (CADSEV)	Mr. & Mrs. Harry Loable	Samuel Repelente
C6	GROUP		
	Anislag Elementary School	Department of Agriculture (DOA)	Rodrigo R. Ventures, Jr.
	INDIVIDUAL		
	Anislag Elementary School	Hiedi Mendoza	Rodrigo R. Ventures, Jr.
O1	GROUP		
	Longsob Elementary School	SPTA SY. 2024-2025 - Longsob Elementary School	Sara B. Demit
	INDIVIDUAL		
	Longsob Elementary School	Marjet L. Pagcu	Sara B. Demit

O2	GROUP		
	Lapaan Integrated School	SPTA SY 2024- 2025 - Lapaan Integrated School	Enrico G. Tomalon
	INDIVIDUAL		
	Alang-Alang Elementary School	Lourdes P. Davis	Jeffrey D. Llaneta
O3	GROUP		
	Roxas II Elementary School	Roxas II Elementary School - Alumni Association	Jaysson A. Alilita
	INDIVIDUAL		
	Roxas II Elementary School	Hon. Joseph Lomocso	Jaysson A. Alilita
T1	GROUP		
	Marcatubig Elementary School	Brgy. Marcatubig Council	Eliseo A Sintos
	INDIVIDUAL		
	Malopalo Elementary School	Zenaida E. Mendoza	Merlita C. Añora
T2	GROUP		
	Cag-olango Elementary School	Panzuelo and Daume Family	Cesil S. Collamar
	INDIVIDUAL		
	San Joaquin NHS - Manguino-o Annex School	Hon. Eric B. Nuñez	Lilia S. Adel
T3	GROUP		
	Peña II Elementary School	Brgy. Pena Council	Langie Boy C. Enriquez
	INDIVIDUAL		
	Cagmanipis Sur Elementary School	Jocelyn Calamdag	Alma L. Rojas

OUTSTANDING STAKEHOLDERS (Medium School Category)			
DISTRICT	SCHOOL	PARTNER NAME	NAME OF SCHOOL HEAD
C1	GROUP		
	Carayman Elementary School	Brgy. Carayman Council	Lea L. Jordan
	INDIVIDUAL		
	Carayman ES	Jennah Marie B. Labian	Lea L. Jordan
C2	GROUP		
	Obrero ES	Obrero Elementary School Alumni Officers SY 2024-2025	Leona L. Yulo
	INDIVIDUAL		
	Matobato Elementary School	Emeliano C. Manlangit	Dr. Bonifacio P. Pondang
C3	GROUP		
	Calbayog City Night High School	SPTA SY 2024-2025 Calbayog City National High School	Maricel P. Alegria
	INDIVIDUAL		
	Calbayog City Night High School	Hon. Felisa Y. Dealagdon	Maricel P. Alegria
C4	GROUP		
	Nijaga Elementary School	Nijaga Elementary School Alumni Batch 1987	Crisanto T. Pacho
	INDIVIDUAL		
	Patong-Happy Valley Integrated School	Rafael Colinares	Felylou Colinares
C5	GROUP		
	Gadgaran Integrated School	SPTA SY 2024-2025 (Elementary), Gadgaran Integrated School	Dr. Myrna C. Pecayo
	INDIVIDUAL		
	Gadgaran Integrated School	Gerardo C. Saldana	Dr. Myrna C. Pecayo
C6	GROUP		
	Basud Integrated School	SPTA SY 2024-2025, Basud Integrated School	Norman E. Sagayap
	INDIVIDUAL		
	Basud Integrated School	Dea Jean B. Leopardas	Norman E. Sagayap
O1	GROUP		
	Oquendo Central School	SPTA SY 2024 - 2025 Oquendo Central School	Nimfa S. Doraja

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	INDIVIDUAL		
	Oquendo Central School	Hon. Michael Loberiano	Nimfa S. Doroja
02	GROUP		
	Panoytoy Integrated School	Brgy. Panoytoy Council	Sheryl Jean M. Garcia
	INDIVIDUAL		
	Panoytoy Integrated School	Minda D. Pasacas	Sheryl Jean M. Garcia
03	GROUP		
	Macatingog Integrated School	Alumni Association	Blesildo A. Orquin
	INDIVIDUAL		
	Pilar Elementary School	Ursicino L. Anquilan	Lope D. Locaya
T1	GROUP		
	Tomaligues Integrated School	Tomaligues Integrated School Alumni Batch 2024	Virginia A. Millares
	INDIVIDUAL		
	Tomaligues Integrated School	Rowena Gaffin	Virginia A. Millares
T2	GROUP		
	Binaliw Elementary School	Brgy. Binaliw Council	Arsenio A Sintos, Jr.
	INDIVIDUAL		
	Baay Elementary School	Engr. Homer A. Matan	Loridel L. Obinguar
T3	GROUP		
	Cagmanipis Norte Integrated School	Brgy. Cagmanipis Norte Council	Fernando P. Medrina
	INDIVIDUAL		
	Pena I National High School	Mr & Mrs James Myles	Sonia C. Cupla

OUTSTANDING STAKEHOLDERS (Large School Category)			
DISTRICT	SCHOOL	PARTNER NAME	NAME OF SCHOOL HEAD
C1	GROUP		
	Carayman National High School	Brgy. Carayman Council	Christopher D. Salino
	INDIVIDUAL		
	Carayman National High School	Therese Lovelle D. Gaborni	Christopher D. Salino
C2	GROUP		
	Calbayog Pilot Central School	Kasapak Batch 83	Nova S. Gaspan
	INDIVIDUAL		
	Calbayog City Pilot Central School	Lilibeth Espina	Nova S. Gaspan
C3	GROUP		
	Calbayog City National High School	SPTA SY 2024-2025 Calbayog City National High School	Milaner R. Oyo-a
	INDIVIDUAL		
	Calbayog City SPED Center	Engr. Raulito Yangzon	Dioleriano Y. Cacait, Jr.
C4	GROUP		
	Calbayog East Central School	SPTA SY 2024-2025 Calbayog East Central Elementary School	Fernando P. Medrina
	INDIVIDUAL		
	Calbayog East Central School	Romina R. Oguis	Fernando P. Medrina
C5	GROUP		
	San Policarpo National High School	Brgy. San Policarpo Council	Romeo D. Castante
	INDIVIDUAL		
	San Policarpo Central School	Catalina Montesclaros	Dr. Jaime E. Sagayap, Jr.
C6	GROUP		
	Trinidad National High School	UNO Construction Supplies	Wilma L. Reyes
	INDIVIDUAL		
	Trinidad National High School	Donna A. Ostulano	Wilma L. Reyes
O1	GROUP		
	Oquendo National High School	Brgy. Oquendo Council	Maria Luz C. Murillo
	INDIVIDUAL		
	Oquendo National High School	Jose D. Agban	Maria Luz C. Murillo

O2	GROUP		
	Mag-Ubay National High School	MLhuillier Calbayog City	Ma. Rona L. De Los Reyes
	INDIVIDUAL		
	Mag-Ubay National High School	Glonie L. Sagayap	Ma. Rona L. De Los Reyes
O3	GROUP		
	Pilar National Agricultural High School	Technical Education and Skills Development Authority (TESDA)	Elizabeth B. Lumod
	INDIVIDUAL		
	Pilar National Agricultural High School	Elizabeth C. Buchholz	Elizabeth B. Lumod
T1	GROUP		
	R. Lentejas Mem. School Of Fisheries	Asian Development Foundation College (ADFC) Tacloban City, Leyte	Emelie O. Tarrayo
	INDIVIDUAL		
	Tinambacan Central School	Apolonia B. Danojog	Michael V. Pernia
T2	GROUP		
	San Joaquin National High School	San Joaquin National High School Alumni Batch 2009	Rinalyn C. Beso
	INDIVIDUAL		
	San Joaquin National High School	Priscila L. Garcio	Rinalyn C. Beso
T3	GROUP		
	Malaga National High School	SPTA SY 2024-2025 Malaga National High School	Ma. Liza T. San Pedro
	INDIVIDUAL		
	Malaga National High School	Grace R. Picilli	Ma. Liza T. San Pedro

DIVISION OUTSTANDING STAKEHOLDERS

NO.	STAKEHOLDER/ PARTNER NAME/ AGENCY	NO.	STAKEHOLDER/ PARTNER NAME/ AGENCY
1	PROVINCIAL GOVERNMENT OF SAMAR	34	General Services Office
	Hon. Sharee Ann T. Tan	35	Land Transportation Office (LTO), Calbayog District Office
	Hon. Arnold Tan	36	Calbayog Water Company Incorporation
2	Hon. Stephen James T. Tan	37	Samar 1 Electric Cooperative (SAMELCO I)
3	HONORABLE MEMBERS OF THE SANGGUNIANG PANLALAWIGAN OF SAMAR First District of Samar	38	Department of Social Welfare and Development (Provincial Operation Office)
	Hon. Edward James B. Clemens	39	Government Service Insurance System (GSIS)
	Hon. Abbie Joy A. Irigon	40	Department of Labor and Industry (DOLE)
	Hon. Dawn Marie D. Acosta	41	Provincial DRRMO
	Hon. Emelly D. Olaje	42	National Grid Corporation (NGCP)
	Hon. Anecio R. Guades	43	PhilHealth Calbayog
4	Hon. Raymund C. Uy	44	Cebu CFI Community Cooperative
5	Hon. Rex M. Daguman	45	Development Bank of the Philippines
6	Hon. Jessie C. Gianan	46	China Bank Savings, Calbayog City, Samar
7	Hon. Marc Celino B. Tan	47	City Savings Bank, Calbayog City, Samar
8	Hon. Florencio U. Enriquez	48	East West Rural Bank, Calbayog City, Samar
9	Hon. Dolores G. Delos Santos	49	Rotaract Club of Ibatan-Calbayog
10	Hon. Rosendo A. Morales	50	Rotary Club of Calbayog
11	Hon. Rosela C. Sumagang	51	Rotary Club of Greater Calbayog
12	Hon. Rhena G. Tafalla	52	Calbayog City Eagles Club
13	Hon. Jocelyn A. Tan	53	Sinag Samareño Eagles Club
14	Hon. Eduardo P. Tibo	54	Calbayog Samaritan Eagles Club
15	Hon. Ariel M. Rosales	55	Fo Guang Chan Foundation
16	Hon. Enrico D. Pasacas	56	GMA Kapuso Foundation
17	Hon. Lydia C. Delos Reyes	57	Manila Water Foundation
18	Hon. Nena Villamor	58	Nestle Wellness Philippines
19	Hon. Rolando Grotes	59	Greatfil Team Incorporation
20	Ma. Gina U. Moreno	60	Gemini Wind Energy Corporation
21	Local Government Unit of Calbayog City	61	Philippine Institute of Civil Engineers
22	SANGGUNIANG PANLUNGSOD City of Calbayog	62	Division Federation Parents-Teachers Association SY. 2024-2025
23	Bureau of Fire Protection, Calbayog City, Samar	63	Calbayog Journal
24	Calbayog Arts & Culture Office	64	Infinite Radio
25	Calbayog City Development Authority Calbayog Public Order and Safety Office (CCDA-CAPOSO)	65	Radyo Natin FM

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26	Calbayog City PNP / Philippine National Police, Calbayog City, Samar	66	Radjo Pilipinas
27	City Disaster Risk Reduction and Management	67	Jollibee Calbayog
28	City Health Office	68	McDonalds
29	City Public Information Office	69	Dante Eye Care Clinic
30	City Social Welfare and Development	70	Jaymiens Driving School Calbayog
31	City Tourism Office	71	National Employees Union
32	Department of Internal and Local Governance (DILG), Calbayog City, Samar	72	Reyes Salon and Spa
33	Department of Public Works and Highways (DPWH), Calbayog City, Samar		

ANNEX B

LIST OF PARTICIPANTS

NO.	PARTICIPANTS	POSITION	NO OF PAX
1	School Stakeholders		72
2	Division Stakeholders		85
3	Keynote Speaker		1
4	School Heads (Current School Heads of the Stakeholder Awardee)	(refer to Annex A for the list of names)	72
5	Dr. Margarito A. Cadayona Jr.	Schools Division Superintendent	1
6	Dr. Jun-Nilou D. Dulfo	OIC- Asst. Schools Division Superintendent	1
7	Dr. Avelina P. Tupa	SGOD Chief (OIC)	1
8	Dr. Renato S. Cagomoc	CID Chief	1
9	Atty. Rhea M. Prudenciano-Aguado	Legal Officer	1
10	Pagunsan, Grace S.	AO V	1
11	Campillo-Alvarez, Jennifer M.	Administrative Officer IV / Unit Head	1
12	Panoy, Jay-Ar John O.	Administrative Officer II / Unit Head	1
13	Candaza, Suzette P.	Administrative Officer IV / Unit Head	1
14	Nabual, Gennerson T.	Administrative Officer IV / Unit Head	1
15	Antonio, Maria Angela B.	Administrative Officer IV / Unit Head	1
16	Lacaba, Sheryll Ann Marie G.	ACCOUNTANT III / Unit Head	1
17	Ventures, Sunshine Marjorie E.	Budget Officer/ Unit Head	1
18	Cabral-Notarte, Kristabelle S.	AO IV (BAC) / Unit Head	1
19	Abon, Jose O.	PSDS - Calbayog 4	1
20	Bernales, Reynaldo A.	PSDS - Calbayog 5	1
21	Caber, Alma R.	PSDS - Calbayog 2	1
22	Capetillo, Nora G.	PSDS - Calbayog 1	1
23	Castante, Noemi S.	PSDS - Oquendo 1	1
24	Merales, Benedicto M.	PSDS - Oquendo 2	1
25	Ongcal, Elbert G.	PSDS - Tinambacan 2	1
26	Simon, Ma. Teresa S.	PSDS - Tinambacan 1	1
27	Siozon, Ester A.	PSDS - Tinambacan 3	1
28	Sumbise, Geraldine	PSDS - Oquendo 3	1
29	Villa, Ma. Teresa D.	PSDS - Calbayog 6	1
30	Yangzon, Anabelle O.	PSDS - Calbayog 3	1
31	Bello, Nelson R.	EPS	1
32	Cano, Ricky S.	EPS	1
33	Gallardo, Josephine L.	MT2 / OIC EPS	1
34	Garcia, Mercedita S.	EPS	1
35	Jaraba, Arnold M.	EPS	1
36	Lim, Joshua Sherwin T.	EPS	1
37	Matan, Lourdes L.	EPS	1
38	Purcia, Erwin L.	EPS	1

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39	Sagayap, Noel E.	EPS	1
40	Saldana, Joy B.	EPS	1
41	Senolos, Corie B.	Master Teacher III	1
42	Ballon, Gary H.	ITO	1
43	Ortega, Drixel Idol R.	ICT - AIDAS III	1
44	Melvin Terno	ICT Staff	1
45	Jay Andrew Ventures	ICT Staff	1
46	Billate, Oscar Jr. D.	EPS - SGOD	1
47	Tomale, Peter John B.	COS-SSC Focal	1
48	Cabadsan, Carren Meryl A.	SEPS -SMN	1
49	Portura, Joanna Lou V.	EPS II - SMN	1
50	Doroja, Eric D.	PDO II - DRRM - SMN	1
51	Abaigar, Joemar	COS - DRRM - SMN	1
52	Advincula, Marian C.	PDO I - LFD - SMN	1
53	Aliza C. Borela-Roa	PDO I	1
54	Katherine A. Capalis	PDO I	1
55	Reggie C. Halabaso	PDO I	1
56	Rivera, Rose	SEPS - SMME	1
57	Ygrubay, Robert Anthony	SEPS - SMME, Designate	1
58	Bachar, Asther E.	EPS II - SMME	1
59	Senolos, Marita P.	SEPS - HRD	1
60	Balza, Sharon D.	EPS II- HRD	1
61	Panela, Galina V.	SEPS - P&R	1
62	Mendoza, Ma. Marlie M.	Planning Officer III	1
63	De Veyra, Jordan	Engineer III	1
64	Montes, Wilson A.	Project Engineer	1
65	Abaigar, Paul Anthony V.	TA - IV (Education Facilities)	1
66	Catalan, Arlene C.	Medical Officer III	1
67	Dollado, Nikki Ivy S.	Nurse II	1
68	Monteron, Sophia C.	Nurse II	1
69	Longcop, Beverly	Librarian/ Head Usher	1
70	Kristian Aldrin Cruda	Principal 1	1
71	Ushers and Usherettes	(refer to Annex C for the list of names)	10
72	EMCEE	refer to Annex C for the list of names)	2
TOTAL NUMBER OF PAX			309

ANNEX C

**LIST OF TECHNICAL WORKING GROUP (TWG) MEMBERS AND THEIR
RESPECTIVE DESIGNATED TASKS**

2026 STAKEHOLDERS' SUMMIT August 21, 2026, 1:00 P.M. Calbayog City Convention Center			
COMMITTEE	COMMITTEE HEAD / LEAD	MEMBERS	DESIGNATED TASKS
Overall Steering / Activity Management	Avelina P. Tupa, OIC-SGOD Chief	Oscar D. Billate Jr., EPS-SGOD	Overall supervision, direction, and decision-making
Overall Activity Coordination / Secretariat	Carren Meryl A. Cabadsan, SEPS- SMN	Joanna Lou V. Portua Aliza C. Borela- Roa Katherine A. Capalis Melvin Terno Peter John B. Tomale	Overall coordination of the activity; monitoring of preparations; coordination with all committees, participants, speakers, awardees, and stakeholders; preparation of official communications and reports.
Program / Emcees	Joanna Lou V. Portua, EPS II-SMN	Bea Pajarito Martin Ygbuhay	Finalize and manage the program flow; coordinate with the Emcees, speakers, performers, and awardees; ensure the smooth and timely flow of the program.
Registration and Attendance	Marian C. Advincula, PDO I- LFD-SMN	Reggie C. Halabaso Esther E. Bachar Rose Rivera	Manage registration; verify participants and awardees; maintain attendance records
Protocol and Ushering	Beverly Longcop	Sarah Kay S. Baloca Glenda T. Leopards Zybellé Ostulano Jose Don Babon Glen Borela Angelica C. Dionisio Rosana S. Rodriguez Mike John Paul D. Labradores Lauton C. Patrocinio II	Welcome and guide guests, VIPs, keynote speaker, awardees, School Heads, and participants; facilitate seating and movement; assist during the awarding ceremony.
Technical / Audio-Visual	Gary H. Ballon, ITO	Drixel Idol R. Ortega	Manage sound system, microphones, LED/projector, presentations, videos, music, and other technical requirements; conduct technical testing before the program.

Awarding and Recognition	Carren Meryl A. Cabadsan, SEPS-SMN	Joanna Lou V. Portua Aliza C. Borela-Roa Katherine A. Capalis Peter John B. Tomale Melvin Termino	Prepare certificates and recognition materials; arrange awardees according to sequence; coordinate with School Heads and awardees; ensure smooth and orderly awarding.
Stage Management	Kristian Aldrin Cruda	Robert Anthony Ygrubay Carren Meryl A. Cabadsan Joanna Lou V. Portua Aliza C. Borela-Roa Katherine A. Capalis Peter John B. Tomale	Manage the stage during the main program; ensure the readiness and proper positioning of speakers, performers, awardees, and presenters; coordinate stage entrances and exits; cue speakers, performers, and awardees according to the program sequence; ensure that certificates, plaques, microphones, and other materials needed on stage are available at the proper time; and coordinate closely with the Program/Emcee, Technical, and Awarding Committees to ensure the smooth and uninterrupted flow of the program.
Food and Refreshments	Ma. Marlie M. Mendoza	Eric D. Doroja Joemar Abaigar Jay Andrew Ventures	Coordinate receipt, preparation, distribution, and monitoring of food and refreshments for authorized participants, guests, and TWG members.
Medical / First Aid	Dr. Arlene C. Catalan Medical Officer III	Nikki Ivy S. Dollado, Nurse II Sophia C. Monteron, Nurse II	Provide first-aid and basic medical assistance; attend to medical concerns and coordinate emergency response when necessary.
Documentation	Gente R. Corsiga Rose Ann B. Menieba	In coordination with CPIO / assigned photographer and videographer	Provide photo and video documentation of the activity; capture significant moments, performances, awarding, and other highlights for official records and reports.