



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

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**23 February 2023**

DIVISION MEMORANDUM

No. 099, s. 2023

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM NO. 096, S.  
2023 RE 2023 DIVISION SCHOOLS PRESS CONFERENCE (DSPC)  
CUM DIVISION ENHANCEMENT TRAINING**

To: **Assistant Schools Division Superintendent**  
**Chiefs of CID and SGOD**  
**Education Program Supervisors**  
**All Public and Private Elementary and Secondary School Heads**  
**All Public and Private Elementary and Secondary School Teachers**  
**Others concerned**  
This Division

1. In reference to Regional Memorandum No. 110, s. 2023 re Addendum to Regional Memorandum No. 70, s. 2023 (2023 Regional Cluster Schools Press Conference) and Division Memorandum No. 096, s. 2023 re 2023 Division Schools Press Conference (DSPC) cum Division Enhancement Training, the field is hereby informed of the following addendum and corrigendum:

- a. Participants during the Opening Program shall include the school heads of all participating schools.
- b. All Technical Assistance Providers (TAP) shall assist their assigned schools in their participation, aside from performing other TWG functions during the two-day activity.
- c. In reference to DM 096, s. 2023, item no. 9, participants shall submit two copies of Form 48 (DTR) at the end of each day to Margie R. Valmoria (For English teachers, School Heads and Division Personnel) and to Genevieve E. Lusterio (For Filipino Teachers) for the service credit and CTO.
- d. In reference to DM 096, s. 2023, Enclosure No. 1 re Guidelines for the Selection of Winners in the Different Individual Writing Events, paragraph 2, line 2, which goes "*...Filipino for the school year 2022-2023 and who won the **top one** spots in each category...*" shall be changed to

*...Filipino for the school year 2022-2023 and who won the **top two** spots in each category...*

2. For guidance, reference and information, the steering committee for this school year's DSPC is attached in this memo.
3. Other provisions stated in the previous Memorandum shall remain in effect.





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4. This Office directs the immediate and wide dissemination of this Memorandum.

  
**DR. VICTOR G. DE GRACIA, JR., CESO V**  
Assistant Regional Director  
Concurrent Schools Division Superintendent

*To be indicated in the Perpetual Index  
Under the following subjects:  
CURRICULUM / PAPs / JOURNALISM*

*CID/mrv*





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Enclosure No. 1 to Division Memorandum No. \_\_\_\_\_, s. 2023

**2023 Division Schools Press Conference (DSPC)**  
**cum Division Enhancement Training Committees**

February 25-26, 2023

El Salvador City Central School, Zone 3, Poblacion, El Salvador City

**STEERING COMMITTEE**

Consultant	Dr. Victor G. De Gracia, Jr, CESO V Dionesio L. Liwagon, Jr., CESE	ARD, Concurrent SDS Asst. SDS
Chair of Activities	Dr. Ninian A. Alcasid	Chief, CID
Program Holder	Dr. Margie R. Valmoria Dr. Genevieve E. Lusterio	EPSvr in English EPSvr in Filipino
Medical Team	Dr. Gladys Grace H. Cabeltes Dr. Nurus Sinna Sarah R. Alonto	Medical Doctor Dentist
M & E Team	Dr. Rolly B. Labis Maricris P. Quismundo Jenice Mae N. Lolo	Chief, SGOD SEPS, M & E EPS 2

	<b>COMMITTEE</b>	<b>MONITOR/FACILITATOR</b>	<b>JOB DESCRIPTIONS</b>
1	Activity Design	Chair: Margie R. Valmoria  Co-chair: Genevieve E. Lusterio	<ul style="list-style-type: none"> <li>• Prepare/Draft the activity design</li> <li>• Facilitate the signing for approval of the activity</li> <li>• Do other necessary preparations</li> </ul>
2	Preparation of Canvass, PR and RIS	Chair: Margie R. Valmoria  Co-chair: Genevieve E. Lusterio	<ul style="list-style-type: none"> <li>• Draft the Canvass, PR and RIS for materials, medals, plaques, tarpaulin, foods, accommodation, and other materials</li> <li>• Facilitate the completion of the signatories</li> <li>• Facilitate the pre-canvass activities</li> <li>• Submit completed documents to BAC Secretariat</li> </ul>
3	Invitation and Communication to Judges, trainers and other guests	Chair: Margie R. Valmoria Co-chair: Genevieve E. Lusterio  Members: Nilo L. Lomongo ASPADESC Officers	<ul style="list-style-type: none"> <li>• Facilitate the invitation of judges and trainers</li> <li>• Communicate necessary documents for the contract</li> <li>• Arrange accommodation and transportation</li> </ul>





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4	Registration and Attendance	Chair – Lorna H. Estrosas, EPSvr, AP Members – Cecille Z. Khobuntin Vanessa Prores L. Tiad Franz Maybelle M. Gaid	<ul style="list-style-type: none"><li>• Facilitate the registration of participants upon arrival</li><li>• Collect parent’s consent</li><li>• Distribute 1 mask to participants upon registration</li><li>• Do other necessary health protocol</li></ul>
5	Accommodation of Guests, Judges, Keynote Speaker (including their transportation, foods and snacks during actual judging and mobility)	Chair: Margie R. Valmoria, EPSvr, English  Members: Rodrigo Valmoria, Jr.	<ul style="list-style-type: none"><li>• Arrange token, meals, hotel accommodation, and transportation</li><li>• Monitor foods being served to them</li><li>• Budget contingency for treats and tours</li></ul>
6	Usher and Usherettes  (Keynote Speaker, VIPs and Judges’ Food, Accommodation and Other Needs	Chair: Mariel B. Ubaub, EPSvr, ESP  Members: ALS Teachers	<ul style="list-style-type: none"><li>• Assist guests needs</li><li>• Facilitate the giving of lei</li><li>• Arrange meals and other needs</li><li>• Usher VIPs during the opening program, closing program, etc</li><li>• Provide programs to guests and visitors</li></ul>
7	Program, Invitation, Communication	Chair: Genevieve E. Lusterio  Members: MNHS Teachers	<ul style="list-style-type: none"><li>• Coordinate with the host committee for the overall parts of the program</li><li>• Send invitation letters to guests, judges and other important personalities</li><li>• Finalize and distribute copies of the DSPC Program of activities</li><li>• Prepare program for the opening ceremony for the two days</li><li>• Distribute copies of the program to the involved persons</li><li>• Ensure efficiency of the MC and those involved in the program</li><li>• Communicate with program partakers</li><li>• Do others things deemed necessary</li></ul>
8	Masters of Ceremony	Chair: Eljior B. Estrada  Members: Niezal F. Tolibas Jovieline Pear Mejila	<ul style="list-style-type: none"><li>• Coordinate with the host committee</li><li>• Provide/Secure a list of VIPs to the program host</li></ul>





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		Kathleen Pearl Moreno	<ul style="list-style-type: none"><li>• Check, familiarize and master the parts of the program</li><li>• Be able to know the people involved prior to the start of the program</li></ul>
9	Finance Committee	Chair: Maricel B. Jangao, CPA Co-chair: Stephanie Saligumba, CPA  Members: Accounting Personnel Budget Personnel Cash Personnel	<ul style="list-style-type: none"><li>• Provide assistance to the host committee on matters relating to budget</li></ul>
10	Food and Catering Meals and Snacks	Chair: Genevieve E. Lusterio Co-chair: Lina C. Bejiga  Members: Eva Mae Baculio ALS Teachers	<ul style="list-style-type: none"><li>• Monitor the foods served to participants</li><li>• Facilitate the daily distribution of snacks and meals to the judges, TWG/Support Staff and Working Team, LGU and Division personnel</li></ul>
11	Awards and Certificates	Chair: Margie R. Valmoria  Members: Shena Marie Abuhan Sherrie R. Dungog Rodrigo Valmoria, Jr.	<ul style="list-style-type: none"><li>• Prepare Certificates of Appearance (for all)</li><li>• Prepare Certificates of Participation (for all)</li><li>• Prepare Certificates of Recognition (for winners and coaches)</li><li>• Design customized medals and plaques with accurate number</li><li>• Check and account the correct number of medals, plaques and certificates</li><li>• Others deemed necessary</li></ul>
12	Physical Facilities	Chair: Roque R. Sabasaje Co-chair: Melanie M. Ligutom  Host School	<ul style="list-style-type: none"><li>• Communicate with community leaders for Tanods to be on duty during the two days activity</li><li>• Conduct ocular inspection of the venue for the Opening program and Awarding, judges' room and contest rooms</li><li>• Facilitate in the cleaning, arrangement and readiness of the said venue</li><li>• Check the needed materials for the actual contest/activity</li><li>• Others deemed necessary</li></ul>
13	Health and Safety	Chair: Dr. Gladys Grace H. Cabeltes Co-chair: Dr. Nurus Sinna Sarah R. Alonto	<ul style="list-style-type: none"><li>• Provide orientation to participants re health and safety matters</li></ul>





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		<p>Members: Cecille Khobuntin Vanessa Tiad Franz Maybelle Gaid</p>	<ul style="list-style-type: none"> <li>• Monitor participants' health condition</li> <li>• Provide first aid medicines to participants who get sick</li> </ul>
14	Opening Program and Closing Program	<p>Chair: Margie R. Valmoria Co-chair: Melanie M. Ligutom</p> <p>Members: ECCS Teachers</p>	<ul style="list-style-type: none"> <li>• Assign hosts/emcees and partakers of the program</li> <li>• Show a draft copy to the division coordinator for approval</li> <li>• Assign hosts for the opening/closing program</li> <li>• Ensure the functionality of the sound system, projector, etc.</li> </ul>
15	Contest Rooms	<p>Chair: Margie R. Valmoria Co-chair: Melanie M. Ligutom</p> <p>Members: ECCS Teachers</p>	<ul style="list-style-type: none"> <li>• Coordinate with Working Team and the Division TWG for the contest proper, contest rooms and judges' rooms</li> <li>• Prepare contest rooms</li> <li>• Place labels to be mounted at the entrance of the contest rooms</li> <li>• Assign boy scouts to bring the signages</li> <li>• Others deemed necessary</li> </ul>
16	Sports Event	<p>Chair: Margie R. Valmoria Co-chair: Melanie M. Ligutom</p> <p>Members: ECCS Teachers</p>	<ul style="list-style-type: none"> <li>• Prepare the venues, sports facilities, athletes, officiating officials</li> <li>• Include a budget for their meals and snacks</li> <li>• Facilitate the conduct of the exhibition games</li> </ul>
17	Tabulation, Consolidation of Results and Preparation of Power Point Presentation of the Results for the Awarding	<p>Chair: Anabelle M. Mamaclay Co-chair: Sherrie R. Dungog</p>	<ul style="list-style-type: none"> <li>• Serve in consolidation of results</li> <li>• Collect and consolidate the official and final results by event and by category.</li> <li>• Keep the consolidated results intact</li> <li>• Work with Division Journalism Coordinators and take instructions thereat during the consolidation of results</li> <li>• Prepare power point presentation for the awarding ceremony, starting with 5<sup>th</sup> place, ending 1<sup>st</sup> place and all.</li> <li>• Others deemed necessary</li> </ul>
18	Decoration/Stage Backdrop	<p>Chair: Melanie M. Ligutom Co-chairs: Richard Sabellano</p>	<ul style="list-style-type: none"> <li>• Prepare and decorate the stage</li> </ul>





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		Nilo L. Lomongo  Members: ECCS Teachers ECNHS Teachers	<ul style="list-style-type: none"><li>• Put up the tarpaulins</li><li>• Facilitate the mounting of materials needed during the opening and awarding ceremony</li><li>• Restore the venue including cleaning and keeping the place clean</li><li>• All others deemed necessary</li></ul>
19	Tarpaulin	Chair: Sherrie R. Dungog	<ul style="list-style-type: none"><li>• Lay-out, design, print and mount the tarpaulin on the stage wall and post in strategic places</li><li>• Others deemed necessary</li></ul>
20	Restoration/After-Care	Chair: Melanie M. Ligutom Co-chairs: Richard Sabellano Nilo L. Lomongo  Members: ECCS Teachers ECNHS Teachers	<ul style="list-style-type: none"><li>• Prepare, clean and put the venues in order before, during and after the activity</li><li>• Others deemed necessary</li></ul>

Prepared by:

Reviewed by:

**MARGIE R. VALMORIA**

Journalism Coordinator, English

**NINIAN A. ALCASID**

Chief, CID

Recommending Approval:

**DIONISIO L. LIWAG, JR., CESE**

OIC, Office of the Asst. Schools Division Superintendent

Approved:

**DR. VICTOR G. DE GRACIA, JR., CESO V**

Asst. Regional Director  
Concurrent Schools Division Superintendent

