



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA**

DEPARTMENT OF EDUCATION  
SDO-Iriga City RECORDS SECTION

**RECEIVED**  
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Office of the Schools Division Superintendent

August 6, 2025

**DIVISION MEMORANDUM**

No. 245, s. 2025

**LIST OF COMMITTEES AND TERMS OF REFERENCE  
FOR THE INAUGURATION OF THE NEW SDO BUILDING**

**TO: Assistant Schools Division Superintendent  
Chief ES, CID and SGOD  
OIC-Public Schools District Supervisors  
School Heads, Public Elementary and Secondary  
All others concerned**

1. Relative to the upcoming Blessing and Inauguration of the new Schools Division Office (SDO) building on August 15, 2025, the following are the revised committees and their assigned task to ensure the orderly preparation and smooth conduct of the said event:

**A. Visit and Pre-Inspection**

Chair: Engr. Rudy L. Tuyay III

Members: Inspectorate Team

Functions: Conduct site inspection prior to the event to ensure readiness and compliance with safety standards.

**B. Program**

Chair: Cynthia T. Montañez

Members: Elena M. Loquias

Maricel B. Bernal

Cloyd M. Lagyap

Leo R. Dato

Milany V. Corporal

Amy I. Roman

Maricel L. Intia

Cindy D. De Los Santos

Functions: Prepare and finalize the program flow and script; coordinate presenters, hosts, ushers and usherettes, including arrangements for band, orchestra, and other entertainment components. The overall program should be concise and time-efficient.



San Nicolas, Lungsod Iriga  
(054) 884-5118  
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**C. Finance**

Chair: Salvacion E. Bermejo

Members: Lourdes B. Azcarraga

Maribel E. Pandes

Functions: Manage and monitor financial requirements and disbursements for the event.

**D. Procurement**

Chair: Joy M. Ibias

Members: Supply Section and Committees with items to be procured

Functions: Facilitate procurement of all materials, supplies and services required by various committees.

**E. Ways and Means**

Chair: Arthur M. Ramboyong

Members:

Celito V. Sayson and Hernan N. Malapo (Fireworks and Streamer)

Dindo Zoilo L. Ibarreta and Conchita S. Simata (Tent and LED)

Pedro N. Morada (Labeling and Signage)

Ryan S. Ebron (Sound System)

Maricel B. Bernal (VIP and Guests)

Rodrigo C. Barroga Jr. (Flying Balloons)

Maricel L. Intia (Tour Guide-VIP)

All Utility Personnel, All Security Forces, Noreen M. Bernales, Carl Justin

O. Espinola, Rosalie R. Serrano

Functions: Provide manpower support and physical arrangements including seating, logistics, transport, signages, and other necessary preparations. Coordinate with concerned offices (e.g. LGU) for the provision and setup of tents and LED wall. Likewise, facilitate the borrowing and delivery of chairs and other physical resources from schools as needed.

**F. Food/Catering and Refreshments**

Chairs: Dr. Quennie Mae R. Salcedo/Dr. Engie Lynne H. Nagrampa

Members: Sheila I. Alcantara

Johann Rey I. Sadang

Marylen A. Cabaltera

Functions: Coordinate food and refreshment services for guests and staff

**G. Tokens, Leis, Ribbon Cutting, and Souvenirs**

Chair: OIC-PSDSs

Members: Medalyne S. Ebron, Benjie L. Orbon, Cindy D. De Los Santos



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Function: Prepare tokens, leis, ribbons, and souvenirs for guests and participants

Funding Source: Chargeable to respective schools' MOOE

**H. Guest Invitations**

Chairs: Ana Melba M. Bongon/Jhomer I. Rosal

Members: Lydia P. Ibasco

Shara Lyn R. Vargas

Erwin A. Bona

John Khevin C. Gambal

Leo B. Sarmiento

Functions: Prepare and send formal invitations to guests, partners, and stakeholders, including the printing of invitations and event program

**I. Stage Decorations and Design**

Chair: Ludevina Ester D. Bolante

Members: Meriam L. Camila

Sheila L. Guevara

Cloyd M. Lagyap

Arjay N. Dimanarig

Functions: Design and decorate the stage and surrounding area to suit the event theme, including coordination of the sound system setup and requirements.

**J. Media and Documentation**

Chair: Marshia N. Belen (Media)/Ms. Shena A. Ampongan (Documentation)

Co-Chair: Rommel C. Velasco

Members: Julian N. Oronan, Chamique Faye Argamusa, Arlene Albania

Functions: Capture photos/videos, manage livestreams, and handle publicity-related matters

**K. Aesthetics**

Chair: Rechie O. Salcedo

Members: CID-ALS

Function: Oversee beautification efforts for the building façade and premises

**L. Blessing/Mass Committee**

Chair: Salvacion M. Magistrado

Members:

May R. Ampongan, Maricel B. Bernal, Maribel E. Pandes



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Function: Coordinate the Eucharistic Celebration and blessing rites of the new SDO building, including necessary arrangements and communication with the Bishop and/or officiating clergy.

2. Personnel who will render cleaning and other preparatory activities during weekends shall be granted service credit or compensatory overtime credits subject to existing DepEd and Civil Service Commission (CSC) guidelines.
3. Expenses relative to this activity shall be charged to local funds funds/Division/School MOOE subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and appropriate action.

**MARIA-MAGNOLIA F. BRIOSO**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated



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