



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

05 Nov 2025

DIVISION MEMORANDUM
No. 694, s. 2025

**2025 SDO IMUS CITY ANNUAL GENERAL RESEARCH
ASSEMBLY CUM GAWAD DANGAL NG IMUS AND YEAR-END
CELEBRATION**

To: OIC- Office of the Assistant Schools Division Superintendent
OIC- Curriculum Implementation Division
OIC- School Governance and Operations Division
School Heads/OICs (Public Elementary and Secondary Schools)
School Research Focal Persons
All Others Concerned

1. Pursuant to DepEd Order No. 16, s. 2017, titled "Research Management Guidelines," which mandates the Department of Education to sustain the culture of research among teaching and non-teaching personnel, the Schools Division Office of Imus City through the Planning and Research Section will hold the Annual Research General Research Assembly cum Gawad Dangal ng Imus and Year-End Celebration with a theme "Angat ang may ALAM at ASAL: Propelling Academic Recovery Through Research and Innovation," on December 5, 2025, 8:00 am – 5:00 pm at Imus City Track and Field Oval and Grandstand, Pedro Reyes St., Malagasang I-G, Imus City, Cavite.
2. This set of activities serves as a platform to recognize the accomplishments and performance of DepEd personnel and employees, in line with DepEd Order No. 78, s. 2007, Re: Strengthening the Program on Awards and Incentives for Service Excellence (PRAISE) and will double as the Division's Year-End Celebration with the theme "*Tapat na Paglilingkod at Angat na Inobasyon para sa Ma-Pusong Edukasyon Ngayong Pasko.*"
3. The participants for this event are as follows:
 - a. Nationally funded teaching, teaching-related and non-teaching personnel.
 - b. SEF and MOOE -funded employees including those under, contract of service, job order and casual items.
4. The Year-End Celebration will showcase performances from each cluster, including the Division Office, following the concept of *It's Showtime's* "Magpasikat" segment. Each cluster's performance must feature a minimum of twenty (20) and a maximum of fifty (50) personnel. Presentations should run for at least five (5) minutes but not exceed ten (10) minutes in total duration. Full mechanics and guidelines on the conduct and preparation of the presentations shall be issued through a separate Memorandum.
5. Schools are required to submit the registration, meals, and daily attendance of participants to the Registration Committee on or before November 21, 2025. These



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documents are essential for meal preparation and other miscellaneous activities during the event.

6. The Working Committee Chairpersons, Co-Chairpersons, Vice-Chairpersons, PRAISE Secretariat, and all School Heads shall attend a coordination meeting on November 4, 2025, at the Imus Pilot Elementary School New Conference Hall, from 9:00 a.m. to 12:00 noon.

7. Enclosed are the List of Award categories and the members of the Working Group Committees for reference.

8. All expenses that will be incurred to this activity shall be charged against Special Education Fund (SEF) and Division MOOE following the usual accounting and auditing rules and regulations.

9. For queries and clarifications, kindly contact Ms. Jenielyn A. Sadang, Senior Education Program Specialist-PRS, Mr. Darlferhen M. Dancel, Senior Education Program Specialist-HRDS, and Mr. Ronnie V. Yohan, Administrative Officer V.

10. Immediate dissemination of and compliance with this Memorandum is earnestly desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.04
18:20:14 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

BASIC EDUCATION

INCENTIVES

RECOGNITION

RESEARCH OR STUDIES

Enclosure No. 01 to Division Memorandum No. 694 s. 2025

2025 SDO IMUS CITY ANNUAL GENERAL RESEARCH ASSEMBLY CUM GAWAD DANGAL NG IMUS

LIST OF AWARD CATEGORIES

RESEARCH

1. 10th BERF Grantees
2. I DREAM Journal Vol. VI Contributors
3. Research Published in Peer-Reviewed Journal/s from December 2023- October 2025
 *Research papers published in peer-reviewed journal/s included on DepEd priorities and aligned with Basic Education Research Agenda (BERA).
 *Journal must demonstrate academic rigor, evidenced by Digital Object Identifier (DOI) for the article and active International Standard Serial Number (ISSN), and have an explicit peer review process.
4. Research Presented at National and International Conferences from December 2023- October 2025
 *Research papers published in peer-reviewed journal/s included on DepEd priorities and aligned with Basic Education Research Agenda (BERA).
5. Division Research Enthusiast Advocates and Mentors (DREAM) Core Team Members

Awardees shall submit the following photocopies of documents at SGOD-PRS through the Division Records Section on or before November 14, 2025.

- a. Certificate of Recognition
- b. Notice of Acceptance
- c. Published Work.

GAWAD DANGAL NG IMUS

Non-Teaching, Teaching-Related and Teaching (not included during Teachers' Day Celebration)

- 1. Gawad Dangal ng Imus sa Paglilingkod** (Service Awards)
 - a. 10 Years
 - b. 15 Years
 - c. 20 years
 - d. 25 Years
 - e. 30 Years
 - f. 35 Years
 - g. 40 Years or above
 - h. Retirees
 - i. Posthumous Award
- 2. Gawad Dangal ng Imus sa Paglilinang** (Academic Achievement Awards)
 - a. Diploma Programs
 - b. Master's Programs
 - c. Doctoral Programs
 - d. Fellowships
 - e. Scholarships

3. **Gawad Dangal ng Imus sa Pagpapatibay** (Certifications and Qualification Recognition Award)
 - a. Licensure Examinations
 - b. TESDA National Certifications
 - c. CES BOARD Examinations
 - d. National Assessment for School Heads
 - e. Other National/ International Licensures / Certifications
4. **Gawad Dangal ng Imus sa Paligsahan** (Awards Merited from Regional, National, and International Level Competitions)

This award is given to teachers and teaching-related employees and schools in distinction in regional, national, or international competitions officially sanctioned by DepEd or other credible institutions. It serves as recognition of their efforts in bringing pride and honor to the Schools Division of Imus City.

Categories may include but are not limited to:

- a. Regional Level Competitions (academic, research, sports, journalism, arts, etc.)
 - b. National Level Competitions (DepEd national contests, CSC awards, cultural and innovation awards, etc.)
 - c. International Competitions (where applicable)
5. **Gawad Dangal ng Imus sa Pagganap** (Outstanding Employee Awards)
 - a. Gawad Patnugot Qualifiers (all categories)
 - b. Other Credible Nationally/Internationally Recognized Awards (External)

6. **Natatanging Pagkilala**

- a. Exemplary Partner in Technical and Audio-Visual Services
- b. Distinguished Secretariat and Coordination
- c. Dedicated Committee Service

Enclosure No. 02 to Division Memorandum No. 694 s. 2025

2025 SDO IMUS CITY ANNUAL GENERAL RESEARCH ASSEMBLY CUM GAWAD DANGAL NG IMUS AND YEAR-END CELEBRATION

WORKING COMMITTEES

Overall Chair	Homer N. Mendoza	OIC-Office of the Schools Division Superintendent
Overall Vice-Chair	Glenda DS. Catadman	OIC-Office of the Asst. Schools Division Superintendent
Members	Ivan Honorpette A. Mijares	OIC- School Governance and Operations Division
	Marciano V. Valles	OIC-Curriculum Implementation Division
Focal Persons:	Jenielyn A. Sadang	SEPS- Planning and Research
	Darlferhen M. Dancel	SEPS – Human Resource Development
	Ronnie B. Yohan	Administrative Officer V

A. Program Flow Management Committee

(Curriculum Implementation Division and OASDS)

Program Director	Ricardo R. David III	Education Program Supervisor
Assistant	Reden B. Cruzado	OIC – Learning Resource Management Section
Program Director		
In-Charge of	Justine Faith I. Pinile	Project Development Officer II
Ceremonies	Leomil G. Ballena	Clerk – OASDS
	Zyldjian Tepora	Teacher III
	Bob C. Belocura, Jr.	Teacher II

Terms of Reference:

- Collaborate with the PRAISE Committee to finalize the theme, objectives, and key messages of the celebration.
- Develop, update, and manage the Program Matrix, ensuring accuracy of sequence, timing, and assigned roles.
- Take charge of the In-Charge of the Ceremonies, including the preparation of spiels, introductions, transitions, and cueing of each segment.
- Identify and secure presenters, speakers, and performers for the program.
- Coordinate with the Audio-Visual and Technical Committee for sound, lighting, and multimedia requirements.
- Conduct rehearsals with awardees, presenters, speakers, performers, and In-Charge of Ceremonies for smooth and synchronized delivery.
- Work with the Venue and Stage Committee to align stage setup, podium placement, and seating arrangements with the program flow.
- Provide cue sheets and scripts to In-Charge of Ceremonies, speakers, and performers, outlining roles, order, and timing.
- Oversee the conduct of the program on the day of the event, ensuring strict adherence to the Program Matrix while managing necessary on-the-spot adjustments.
- Ensure proper execution of multimedia elements (presentations, videos, background music) in coordination with the AV/Technical Committee.
- Act as the central control unit during the event, supervising flow, transitions, and coordination among all committees.

B. Awards Validation Committee

(OSDS ASU Personnel Section)

Chairperson	Darlferhen M. Dancel	Senior Education Program Specialist
Co-Chairperson	Jenielyn A. Sadang	Senior Education Program Specialist
Vice-Chairperson	Marilyn O. Anglo	Administrative Officer IV
Members	Melissa P. Aquino	Administrative Officer II
	Jennie Grace F. Dar	Administrative Assistant III
	Joanne P. Genido	Administrative Assistant III
	Jayner S. Obias	Clerk

Terms of Reference:

- Review and validate all nominations and documentary requirements submitted under the Research Awards and Gawad Dangal ng Imus categories: Paglilingkod, Paglilinang, Pagpapatibay, Paligsahan, and Pagganap.
- Ensure that all entries comply with the criteria required by the PRAISE Committee.
- Verify the accuracy and authenticity of submitted nominees
- Coordinate with the PRAISE Secretariat and School Heads to clarify incomplete or questionable submissions.
- Conduct necessary validation checks (cross-referencing lists, confirming service years, checking eligibility) prior to endorsement.
- Prepare a summary validation report indicating qualified and disqualified nominees, with corresponding justifications.
- Submit validated results to the PRAISE Committee for final deliberation and approval.
- Maintain confidentiality and impartiality throughout the validation process.
- Ensure timely submission of results in accordance with the program timeline.
- Document validation of proceedings and recommendations for transparency and future reference.

C. Audio Visual, Technical, Registration and Program Invitation Committee

(ICTS Unit, ICT Teachers, PRAISE Secretariat – Clusters Representatives, School Nationally Funded Non-Teaching Personnel)

Chairperson	June Bence L. Adelan	Education Program Supervisor, SGOD
Co- Chairperson	Naamah C. Mambalos	OIC - Information and Technology Services Unit
Tech Support	Paul I. Sidon	Teacher (Bukandala ES)
	Jeffrey Soriano	Teacher (Bukandala ES)
	All other ICT Teachers	
Secretariat Focal	Pia Escobar	AO II (South Cluster Representative)
	Noemi A Dioneda	AO II (West Cluster Representative)
	Jeanny Rose A. Lao-Ang	AO II (North Cluster Representative)
	Marycon D. Barbuco	AO II (JHS Cluster Representative)
	Mark Justine L. Almonte	AO II (East Cluster Representative)

	Pearl Jinky F. Ferrera	AO II (SHS Cluster Representative)
Members	All other Administrative Officers, Administrative Assistants, and Administrative Aides	

Terms of Reference:

- Create visually appealing presentations, slide decks, and graphics for the ceremony, aligned with the program matrix.
- Coordinate with schools and the division office in consolidating multimedia materials for use during the awarding.
- Provide technical support for digital displays, multimedia integration, and live streaming.
- Coordinate with performers, presenters, and awardees regarding their audio-visual requirements.
- Conduct technical rehearsals to ensure smooth coordination of audio, visuals, lighting, and stage movements.
- Produce and manage musical scoring and background music during the awarding ceremony and intermission numbers.
- Ensure proper synchronization between audiovisual cues and live performances or speeches.
- Monitor and adjust audio levels to maintain clear and balanced sound quality throughout the venue.
- Oversee and troubleshoot technical aspects of live streaming to ensure continuous broadcast.
- Work closely with the Program Committee and Program Director to align audiovisual execution with the program flow.
- Assist the Invitation and Registration Committee by providing layout support for the invitation program.
- Supervise the installation, setup, and operation of technical equipment including microphones (wired and wireless), projectors, screens, video players, and related audio-visual technology.
- Create and manage online registration forms for attendees and ensure timely dissemination of the registration link.
- Prepare all necessary attendance sheets and ensure availability during the program.
- Consolidate and update the list of registered attendees in coordination with concerned committees.
- Identify and finalize the target audience and guest list for the awards ceremony in consultation with the proponent.
- Send out invitations to identified guests within the designated timeline and ensure proper documentation of acknowledgments.
- Conduct systematic follow-ups with invitees who have not responded to encourage timely RSVPs.
- Provide regular updates to the proponent regarding the number of confirmed attendees and any adjustments to the guest list.
- Ensure that awardees, attendees, and guests receive a copy of the official program.
- Coordinate with the Audio-Visual and Technical Committee to ensure proper layout, printing, and dissemination of the invitation program.

D. Plaque and Certificates Committee

(West Cluster and SHS Cluster)

Chairperson	Gina U. Reyes	Principal IV / West Cluster Head
Co-Chairperson	Rafael R. Santos	Principal II / SHS Cluster Head
Members	All Other West Cluster School Heads	

All Other SHS Cluster School Heads

Terms of Reference:

- Design and print certificates for awardees and the keynote speaker.
- Prepare plaques, as applicable, for the keynote speaker and selected award categories.
- Verify the accuracy of all names, titles, and details before printing certificates and plaques.
- Handle the logistical aspects of transporting, storing, and securing certificates and plaques.
- Ensure that all certificates and plaques are complete, organized, and ready before the awarding ceremony.
- Coordinate with the PRAISE Committee for the final list of awardees and guests.
- Coordinate with the chairpersons of the Awards Committee (by category) for accurate awardee details.
- Lead in procuring needed materials and supplies for award categories.
- Coordinate with the Finance Committee regarding expenses for plaques, certificates, and related supplies.
- Supervise and facilitate the orderly distribution of certificates and plaques during the awarding ceremonies.
- Coordinate and assist the In-Charge of Ceremonies in the smooth flow of the distribution process.

E. Stage Decoration Committee

(Junior High School Cluster)

Chairperson	Lerma V. Pena	Principal IV / JHS Cluster Head
Vice-Chairperson	Petronia N. Tarun	Principal III
Members	All Other JHS Cluster School Heads	

Terms of Reference:

- Design and implement stage decorations and the overall aesthetic of the venue, ensuring cohesion with the program theme, invitations, certificates, and audio-visual presentations.
- Work with assigned schools to set up stage decorations.
- Coordinate with Physical Arrangement Committee regarding seating arrangements for finalists, guests, and other attendees.
- Lead in the preparation and final inspection of the stage before the conduct of the program.
- Coordinate with the Focal Person to align decoration and stage arrangements with the overall program design.
- Coordinate with the Finance Committee for procurement of materials needed for stage design.

F. Venue Management, Physical Arrangement and Media and Documentation

(North and South Cluster)

Chairperson	Jocelyn A. Limosinero	Principal IV /North Cluster Head
Co-Chairperson	Wilma J. Chiquillo	Principal IV /South Cluster Head
Members	All Other North and South Cluster School Heads	

Terms of Reference:

- Document the event.
- Produce a DocuMagazine for the activity.

- Invite media partners and promote the event through official platforms and social media.
- Provide write-ups, press releases, and photos documenting the entire proceedings of the event.
- Create an archive of media coverage and documentation for future reference and promotional purposes.
- Ensure photography and video/audio coverage (recording) of all program segments.
- Capture significant moments of the event for documentation and publicity purposes.
- Coordinate venue management regarding space use, furniture, and equipment needed for the program.
- Lead in the inspection of the venue, facilities, and sound system ensuring that lighting, sound system, and audio-visual equipment are in good working condition before and during the event.
- Ensure availability and serviceability of facilities including projectors, sound systems, and other audio-visual equipment.
- Work with assigned schools to set up tables, chairs, and seating arrangements.
- Manage the setup of chairs, tables, signages, and tarpaulin before the event in coordination with the Restoration and Emergencies Committee.
- Coordinate with the Program and Invitation Committee to align the physical layout with the flow of the program.
- Lead in arranging and clearing/piling of chairs and other furniture after the program.

H. Food and Refreshments Committee

(East Cluster)

Chairperson	Divina A. Narvaez	Principal IV /East Cluster Head
Vice-Chairperson	Jesus V. Bergado	Principal IV
Members	All Other East Cluster School Heads	

Terms of Reference:

- Coordinate with schools and the division office on the number of attendees and the agreed menu.
- Consolidate food requirements and place orders with known and accredited establishments in line with approved budget.
- Oversee delivery and ensure quality, safety, and timeliness of food.
- Supervise the distribution of food packs per school and designated clusters.
- Ensure that all attendees are served in an orderly and timely manner.
- Provide special attention to the service of VVIPs, ensuring their food and refreshments are readily available.
- Maintain a checklist of food distribution and resolve any issues that may arise during the activity.
- Submit a brief post-activity report on food management, distribution, and recommendations for improvement.
- Ensure completeness of meal attendance from all participants

I. Reception, Accommodation, Floor Direction Committee

(CID Education Program Supervisors)

Chairperson	Leah J. Guillang	Education Program Supervisor
Co-Chairperson	Rochelle S. Balete	Education Program Supervisor
Members	Selected Teachers from Schools Other Non-Teaching Personnel from the School Division Office	

Terms of Reference:

- Coordinate with the Program Committee and Physical Arrangement Committee on event flow and seating arrangement.
- Ensure the reception area is properly set up with adequate signages.
- Set up and organize the reception desk, ensuring it is staffed with approachable and well-briefed committee members.
- Greet attendees upon arrival, provide clear directions to the event area, and respond to inquiries when possible.
- Coordinate closely with the Registration Committee to ensure a smooth transition of attendees during registration.
- Guide participants and guests to their designated seating areas, providing necessary assistance.
- Prepare lei for Top Management, Government Officials, and Guests of Honor.
- Ensure safe passage and provide assistance to elderly, pregnant women, and persons with disabilities.
- Assist awardees and guests during the awarding ceremony, including proper floor direction on and off stage.
- Secure a copy of the list of attendees for gift distribution, if applicable.
- Lead the distribution of gifts to attendees, if applicable.

J. Finance Committee

(Finance Unit)

Chairperson	Precila E. Custodio	Accountant III
Co-Chairperson	Jona B. Ramos	Budget Officer/AO IV
Members	Anna Tricia L. Pacala	Administrative Aide VI
	Marvin S. Valles	Administrative Assistant III

Terms of Reference:

- Oversee the allocation of funds/budget for this purpose.
- Provide clear rules and guidelines in the allocation/liquidation/obligation of funds for this event.
- Communicate the allocated funds to the PRAISE Committee.
- Check and counter sign the Purchase Request and Purchase Order.
- Provide financial report of the event after its conduct.

K. Other Incentives Committee

(SGOD Social Mobilization and Networking Section and OSDS Property and Supplies Section, Cash Section, and Records Section)

Chairperson	Josephus Perseus B. Banaag	Administrative Officer IV
Co-Chairperson	Girly Ann S. Obias	Education Program Specialist II
Members	Rosa Irma B. Geda	Administrative Officer IV
	Jerelle G. Ynieto	Administrative Assistant II

Terms of Reference:

- Coordinate with the PRAISE Chair on the forms of incentives (giveaways, raffle and prizes, if any).
- Prepare a request letter for this purpose if needed.
- Prepare token for the speaker
- Coordinate with stakeholders on possible partnerships
- Assist in the documentation of raffle and other prize winners.

L. Peace and Order and Traffic Management Committee

(Administrative Services Unit General Services Section and Schools LSB Watchmen)

Chairperson	Ronnie B. Yohan	Administrative Officer IV
Vice-Chairperson	Rhoda S. Monzon	Administrative Assistant II
Members	One LSB Watchman from each school	

Terms of Reference:

- Coordinate with the City Traffic Management Office on the arrival of vehicles of the awardees and attendees to avoid delays or traffic jams.
- Provide the attendees a map or route to the venue.
- Assign a parking area for the guests, officials and attendees.
- Ensure the safety and security in the venue before, during and after the program.
- Manage parking area and assist with traffic and crowd control during event.
- Report any untoward incident/irregularities to the committee for immediate action.
- Lead in managing the undesirable/unwanted behavior of attendees during the program
- Ensure the smooth flow of attendees in aisles/passageways in the activity area.
- Address any security issues that arise.
- Assist in handling emergencies or disruptive situations.

M. Restoration and Emergencies Committee

(SGOD Disaster Risk Reduction Management and Youth Formation)

Chair	Anthony D. Bungay	Project Development Officer II
Co-Chair	Ariel L. Dayrit	Project Development Officer I
Members	All Schools Project Development Officer I	
	One LSB Utility from each school	

Terms of Reference:

- Lead in the dismantling of stage decorations, chairs, and tables after the conduct of the program.
- Coordinate with the venue manager and the Stage and Physical Arrangement Committee regarding the restoration of furniture and equipment.
- Ensure cleanliness of the activity area before, during, and after the program by coordinating with the venue manager and support staff.
- Provide garbage bags and oversee proper collection and disposal of wastes.
- Ensure readiness and response to emergencies related to disasters (e.g., fire, earthquake, flooding, power outage).

- Coordinate with the venue management on evacuation routes, emergency exits, and contingency protocols.
- Assign focal persons to monitor weather and other risk alerts prior to and during the event.
- Assist in crowd control and safe movement of participants in case of evacuation.
- Document and report any incident related to restoration and emergencies for record and future reference.

N. Health Committee

(SGOD School Health and Nutrition Section)

Chair	Gian Paul G. Creencia	Medical Officer III
Vice Chair	Marife R. Grossman	Dentist III
Members	Christian Gabriel C. Ynieto	Nurse II
	Winchell Y. De Vera	Nurse II
	Rosemae F. Rosete	Nurse II

Terms of Reference:

- Set up a designated First Aid Station within the event venue.
- Ensure the availability of first aid kits, basic medicines, water, and other emergency health supplies.
- Assign committee members with basic first aid knowledge to be on standby throughout the event.
- Monitor the health and well-being of participants, especially elderly, pregnant, and persons with disabilities (PWDs).
- Provide immediate response to health-related incidents such as fainting, dizziness, minor cuts, or heat-related cases.
- Maintain a contact list of nearest hospitals, ambulance providers, and emergency hotlines for referral of serious cases.
- Coordinate with the Reception and Accommodation Committee for the safe and discreet escort of individuals needing medical attention.
- Document and report any health-related incidents for record and future improvement.

O. Monitoring and Evaluation Committee

(SGOD School Management Monitoring and Evaluation Section and Planning and Research Section)

Chair	Medel Carlos C. Zarsuelo	Education Program Specialist II
Member	Ria S. Amandy	Clerk - SGOD

Terms of Reference:

- Prepare and administer the online/post-event evaluation tool (survey link or physical forms) to measure participants' satisfaction (Level 1 – Reaction).
- Disseminate the evaluation link or forms to attendees and ensure adequate response rate.
- Monitor awareness of PRAISE categories and conduct a short post-program debriefing session (Level 2 – Learning).
- Gather feedback on participants' intended follow-up actions or engagement in professional growth (Level 3 – Behavior).
- Consolidate responses and prepare a summary report of findings within 10 working days after the program.
- Coordinate with the Documenters Committee to validate observations and integrate documentation feedback.
- Prepare the QAME (Quality Assurance, Monitoring, and Evaluation) result for submission to the proponent.

- Lead the post-conference feedback session with involved committees to identify lessons learned and areas for improvement.
- Submit final M&E and QAME reports to the proponent for record and future reference.