



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

25 Nov 2025

DIVISION MEMORANDUM
No. 740, s. 2025

**ADDENDUM TO DM NO. 694, s. 2025 RE: 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)
All Others Concerned

1. Relative to Division Memorandum No. 694, s. 2025 titled "2025 SDO Imus City Annual General Research Assembly cum Gawad Dangal ng Imus and Year-End Celebration," this Office provides the following additional information:

a. Event Details

Venue	Time	Attire
Imus Sports Complex Gen. Juan Castaneda St. Imus City, Cavite	8:00 am- 4:00 pm	Sunday's best for awardees and Casual for attendees

b. Program Flow:

Activity	In-Charge	Time
Part I: General Research Assembly	Jenielyn A. Sadang	8:00 am- 9:30 am
Part II: Gawad Dangal ng Imus	Darlferhen M. Dancel	9:45 am- 12:00 nn
Part III: Year-End Celebration	Ronnie B. Yohan	1:00 pm- 4:00 pm

c. Additional Research Award Category:

- 9th Cycle BERF Grantees
- 9th CREATE (only completed papers)



Address: Toclong I-C, Imus City, Cavite
Telephone No.: (046) 4198450 to 53
Email Address: imus.city@deped.gov.ph
Website: www.depedimuscity.com
Facebook Page: @sdoimuscit



2. Attached is the Year-End Celebration Mechanics for reference.
3. All Committee Chairpersons, Co-Chairs and Vice-Chairs, including all school heads shall have a coordination meeting on November 26, 2025, Wednesday, 9:00 AM at Bulwagang Imuseño Committee Chairpersons shall present updates on the progress of their respective committees.
4. 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
5. All other provisions in the previous Memorandum remain in effect.
6. Immediate dissemination of and compliance with this Memorandum is earnestly desired.



Digitally signed by
Mendoza Homer
Napenas
Date: 2025.11.25
17:11:01 +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

sgod/jas/102825
sgod/dmd/102825

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

YEAR-END CELEBRATION MAGPASIKAT MECHANICS

1. Overview

The Year-End Celebration will highlight the creativity, teamwork, and unity of each cluster through a friendly presentation showcase. Each performance shall reflect artistry, collaboration, and the spirit of shared celebration among Schools Division personnel.

2. Participants

- a. Each cluster, including the Division Office, shall prepare one (1) presentation.
- b. A minimum of **twenty (20)** and a maximum of **fifty (50)** personnel may participate per cluster.
- c. Clusters are encouraged to include a mix of teaching and non-teaching personnel (SEF and MOOE funded).

3. Performance Duration

- a. Each presentation shall run for a minimum of **five (5)** minutes and a maximum of **ten (10)** minutes.
- b. Exceeding the maximum time limit may result in corresponding point deductions.

4. Theme and Concept

- a. Performances should highlight **unity, creativity, and the spirit of service and excellence** in the Schools Division of Imus City.
- b. Clusters may interpret the theme freely through music, dance, drama, or a combination of artistic elements.
- c. Content must remain wholesome, respectful, and appropriate for a professional celebration.

5. Criteria for Judging

Criteria	Description	Weight
Creativity and Originality	Uniqueness and inventiveness of concept and execution	30%
Teamwork and Participation	Level of collaboration, group dynamics, and inclusiveness	25%
Performance Quality	Technical execution, synchronization, and overall impact	25%
Relevance to Theme	Alignment with the event's purpose and values	10%
Audience Impact	Engagement, entertainment value, and emotional connection	10%
Total		100%

6. Technical Requirements

- a. Each cluster shall be responsible for its own music, props, and costumes.
- b. A designated focal person per cluster shall coordinate with the assigned technical committee for sound and stage setup.
- c. Music files should be submitted to the technical committee at least **one (1) day before** the event.

7. Safety and Compliance

- a. Performances must prioritize safety at all times; risky stunts, pyrotechnics, or any form of dangerous act are strictly prohibited.

- b. Materials used for props or stage design must comply with school safety standards.
- c. Offensive, discriminatory, or politically inclined content will not be tolerated.

8. Rehearsals

- a. Rehearsals must be scheduled without disrupting classes or essential work.
- b. Clusters may use designated areas upon coordination with their respective school heads.

9. Awards and Recognition

Awards will be given for the following categories:

- a. Best Performance
- b. Best in Creativity and Concept
- c. People's Choice Award (*based on audience response*)

10. Coordination and Oversight

The final program flow, judging panel, and order of presentation shall be released in a separate advisory.