



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 0146

To : Asst. Schools Division Superintendent
Chief Curriculum Implementation Division
All Public School District Supervisor
All Public Elementary and Secondary School Heads
All Public and Private SHS Focal

Subject : **PARTICIPATION TO 24th ARAW NG PANABO TRADE EXPO 2025**

Date : February 24, 2025

Attached is the letter from the City Mayor re: 24th Araw ng panao Trade Expo 2025 wherein all SHS School are invited to display products on March 7 – 9, 2025 at Agriya Naturetainment, Panabo City. Other details of this memorandum are self-explanatory.

Participants to this activity are entitled to service credits or COC as stipulated in DepEd Order 58, s. 2008. " Authorizing the Grant of Overtime Pay and Other Benefits to Personnel Involved in the operations of the Basic Education System and DepEd Order 30, s. 2016.

Moreover, please coordinate closely to EPS Cezen M. Paculanang/ EPS Elden Orbeta for more guidance and details as regards to this activity.

Travel expenses and other incidental expenses is chargeable against School MOOE/ Local Funds subject to the usual accounting and auditing rules and regulations.

For information and wide dissemination.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

RELEASED

MAR 04 2025

RECORDS SECTION SDO PANABO CITY

BY



Schools Division of Panabo City
City Hall Compound, Panabo City
Tel. No. (084) 823-1469
Email: panabocity.division@depd.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





Republic of the Philippines
Province of Davao del Norte

CITY OF PANABO

OFFICE OF THE CITY MAYOR

25-29431 8VS
Service to Panaboans
Service to God

February 20, 2025

TO : JINKY B. FIRMAN, PHD, CESO VI
Schools Division Superintendent
DEPED-Panabo

Thru: ALL SENIOR HIGH SCHOOLS

SUBJECT : 24th ARAW NG PANABO TRADE EXPO 2025



Mabuhay 24TH Araw ng Panabo!

The city of Panabo, Davao del Norte will be celebrating its founding anniversary on March 31, 2025. We celebrate the day to remember the event in 2001 when the citizens of the then Municipality of Panabo ratified **Republic Act 9015** entitled, **An Act Converting the Municipality of Panabo, Province of Davao del Norte Into a Component City To Be Known As the City of Panabo**. The date remains in the collective consciousness of the Panaboans as the period in time when they took a decisive stand to transform our City's humble beginnings to one of the region's hubs for commerce, agriculture, trade and industry.

From its birth up to now, the City Government of Panabo has been consistent in its belief that such achievements deserved the inclusion and participation of the Panaboans. To celebrate the 24 year, lined-up events target sectoral participation this includes the **ARAW NG PANABO TRADE EXPO 2025** on **March 7 – 9, 2025 (8AM-8PM)** held at **Agriya – Naturetainment, Garcia St., New Pandan, Panabo City**.

On this note, the City Government of Panabo respectfully inviting DEPED to showcase Senior High Schools products on the date mentioned. A 3x3 space will be provided by the city of Panabo with 1 table and 1 chair.

For more inquiries and concerns, please feel free to contact Mr. JB Bintas at his mobile number 09566877263 or Ms. Ashley Vineda at her mobile number 09911388750 or at telephone number (084) 655 0031 or email us at tourismpanabo@gmail.com.

Thank you so much for taking on this invitation. Look forward for your warm and active participation on this celebration.

Thank you and God Bless!

Yours in Service,

JOSE E. RELAMPAGOS
City Mayor

BY THE AUTHORITY TO THE CITY MAYOR:

JO-ANNE RELAMPAGOS – CAPUYAN
Executive Secretary IV





ARAW NG PANABO TRADE EXPO 2025

QUALIFICATIONS:

1. The principal place of business of the producer and the factory/plant where the product is being manufactured shall be in the City of Panabo;
2. Product shall be of good quality of which evaluations of the product shall be done based on the following: Uniqueness of the product, Impact of the product to the promotion of Panabo and Quality of the product;
3. Shall be in a good packaging;
4. STRICTLY NO REGISTRATION FEE OR OTHER FEES. ALL ARE IN FREE OF CHARGE;

SPACE, INGRESS AND EGRESS:

5. The exhibit space of ~~3x3~~ meters or 6 sq. m. Will only have 1 Table and 1 Chair;
6. Exhibitor's Ingress is scheduled on March 6, 2025 from 8:00 am – 9:00 pm only;
7. Egress will be on March 9, 2025 in the evening;
8. Exhibition duration March 7 - 9, 202~~5~~ from 8:00AM – 8:00PM or it depends on the venue schedule;
9. The booth must be aesthetically pleasing and organise;
10. Participating producers must bring their own materials for decorations and display;

MANNING OF BOOTH:

11. During Exhibit hours, the Exhibitor undertakes to keep his booth sufficiently manned at all times;
12. The use of sound systems or sound-producing equipment must be approved by the Fair Organizer. In view of this, the Organizer reserves the right to determine what constitutes interference with other exhibits and must be discontinued. Loud speakers and carnival tactics will not be allowed. Please be considerate of your neighbors;
13. The use of, musicians, entertainers, loudspeaker, sound system equipment, and noise-making devices are restricted from the exhibit area including the booth area. Balloons, horns, and other props are subject to the Organizer's approval. Organizer reserves the right to determine when such items become objectionable;
14. Selling is allowed within the assigned booth only. No selling or promoting will be allowed in the aisles or outside the booth area;
15. Exhibitors must see to it that the samples/products will be maintained /replenished in the booth for the duration of the event;
16. Every exhibitor is required to fill out the Daily Sales Report Form and submit this at the end of each day. This is to enable the Organizer to assess the effectiveness of the event. No commission will be collected from the Sales. Data gathered shall be treated with utmost confidentiality;
17. Other forms and questionnaires provided by the Organizer must also be accomplished by the Exhibitors and submitted at the required date;

SECURITY OF THE EXHIBIT AREA:

18. All persons in the exhibit area must wear an ID provided by the Organizer at all times (move-in, show hours, move-out). The staff who will man the booth(s) must wear an appropriate ID;
19. Security guards will inspect the exhibit hall at the end of each day. Only Exhibitor personnel who have requested special permission from the organizer will be allowed in the halls after exhibit hours but for a limited period only;
20. All booths must be covered with a black net during the closing of the exhibit to protect its product and booth area premises;



21. Any theft or damage to equipment must be reported to the Security within 24 hours. Exhibitors shall not hold the Organizer and Venue Management liable for any loss or damages;
22. Even with show security as protection, Exhibitors are requested to take precautions in guarding exhibits;
23. Remember that move-in and move-out hours are particularly sensitive times when thefts are most likely to occur. It is recommended that at least one personnel should always be present at the booth(s) so that exhibit items are not left unattended during these times.
24. General Security Services are being provided to protect your equipment and premises. However, it is up to you to exercise prudent judgment and safeguard your property. Remove anything of value that can be easily carried away;
25. If you wish to request your own security guard, please inform the Organizer ahead of time;

PACKING MATERIALS / STORAGE:

26. Exhibitors must remove packing materials from the aisles on the night before the opening of the exhibit;
27. Packing materials or exhibiting goods at the aisles is not allowed. Failure to comply will mean the disposal of these materials by the Organizer at the risk of the Exhibitor. Organizer shall not be held liable for any loss or damage that may occur to said materials in the process;
28. No Storage area will be provided by Organizer;

FIRE PREVENTION

29. Exhibitors are urged to familiarize themselves with the regular and emergency exits of the venue. They must likewise inform their representatives of these locations;
30. All materials used in the booths must be incombustible and fireproof. Inks, solvents, and other flammable liquids must be removed from the booth after use at the end of the day. Suitable sealed metal containers must be used to transport them to the booth;
31. Cooking, Flammable substances compressed or liquid gases, caustic or corrosive substances, and toxic poisonous, or irritating substances are strictly prohibited inside the exhibit area. Exhibitors must give detailed descriptions of all items to be used/ displayed at their respective booths, especially for sensitive substances;
32. Smoking is strictly prohibited inside the exhibition area;
33. Exhibitors must remove plugs, disconnect switches, and make sure that no material is left heated in the booth before leaving at the end of each day;

CLEANING AND SANITATION

34. Exhibitors are likewise responsible for cleaning – up their individual booths. Garbage must be placed in a black garbage bag and shall be collected by assigned Janitors every day.