



Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-123

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum and Implementation Division
Education Program Specialist II, SMME

Subject: **PARTICIPATION TO THE STATE OF WOMEN'S ADDRESS 2025**

Date: March 10, 2025

Attached is the letter of invitation from the LGU- Gender and Development Office inviting all Department Heads, Section Heads and GAD Focal Point System -TWG Member to participate in the State of the Women Adress on March 11, 2025, at Panabo City Multi-Purpose Gym. In line with this, **MS. LEA JANE M. ISLETA, EPS II/GAD Secretariat**, is hereby directed to attend the said activity as the representative of the office.

Travel, meals, and other allowable expenses incurred relative to this activity are chargeable against Division MOOE funds subject to the usual accounting and auditing rules and regulations.

For your information and compliance.


JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent

SGOD/ABA/lji

RELEASED

MAR 11 2025

RECORDS SECTION SDO PANABO CITY
BY 



Republic of the Philippines
Province of Davao del Norte

CITY OF PANABO

GENDER AND DEVELOPMENT

Service to Panaboans
Service to God

05-31-2025 803

MEMORANDUM ORDER NO. 230
Date: February 28, 2025

DepEd Division of Panabo City
CARDS SECTION

RL 06 MAR 2025
by 8:50 AM
ED

TO: ALL DEPARTMENT HEADS
ALL SECTION HEADS

SUBJECT: Mandatory Attendance and Participation in the State of the Women Address

In line with the celebration of **Women's Month**, all department heads and section heads of the **Local Government Unit of Panabo City** are hereby directed to attend and actively participate in the **State of the Women Address on March 11, 2025, at 9:00 AM** at the **Panabo City Multi-Purpose Gym**.

All attendees must wear **formal attire** to maintain the dignity and significance of the occasion. Attendance is **mandatory**, and compliance with this directive is expected.

JOSE E. RELAMPAGOS
City Mayor
City Government of Panabo City



RE 06 MAR 2025
REVIVED

MEMORANDUM ORDER NO. 231
Series of 2025

To:

LIBERTAD VILLEGAS – REGIS
BRENDA A. SAUPING
CIELITO N. MIANO, ENP
ENGR. JOANNE L. MAZO
AILENE B. ANONUEVO
PCMS ANTOINETTE PATRICIO
NOVAHLEEN I. PALICTE, RN
ELVIE MARIE C. SOLLORANO
MICHAEL ANGELO RESUEÑO
CHERRY MAY AVENIR
ALLAN ROY H. GENCIANOS
GLORY GRACE R. TRINIDAD
BRIAN G. DELUSA
RICHELLE N. ALBERCA
GLOFE A. LASTIMOSO
LAARNI PALMA GIL
JAY KEM CELOCIA
SHIRLY R. BERNADOS
LORELIE B. ORIOL
ENGR. RHEA L. GERALDO
EDENA L. JUMALON
REZZA LYN S. GIL
RHEA MAE A. PARCIA
ANNALISE B. GALLETA
GERALDINE P. CABANG
JHOANA ROSE J. LANGAMON

City Civil Registrar/ GFPS- TWG, Chair
CGADH I, CADO
OIC- Housing Section
CGADH I, CEO
GAD Coordinator, DepEd
WCPD, PNP
LDRRMO III, CMO – CDRRMO
SCDS, CMO – COOP
IO III, CMO – CIO
LLSO II, CVMO
Sr. Tourism Operations Officer- Tourism
LEA, CADO – PESO
PDO II, CADO – Investment
PO I, CPDO
AO II, SPO
AO V, CBO
AO IV, CAO
RCC III, CTO
PPO III, CHO
Agriculturist II, CAGRO
AO III, GSO
ARO, CCRO
SWO I, CSWDO
AA II, CEEMDO
EMS II, CENRO
AO III, CASSO

GAD Focal Point System – Technical Working Group (GFPS-TWG)

Subject: PARTICIPATION IN THE STATE OF THE WOMEN ADDRESS

Date: February 28, 2025



Republic of the Philippines
Province of Davao del Norte

CITY OF PANABO

GENDER AND DEVELOPMENT

In line with the upcoming **State of the Women Address** on **March 11, 2025, at 9:00 AM** at the **Panabo City Multi-Purpose Gym**, all members of the **GAD Focal Point System – Technical Working Group (GFPS-TWG)** are hereby directed to attend and actively participate in the event.

GFPS-TWG members will be assigned specific responsibilities, including serving as ushers, facilitating attendance, and assisting in accommodating guests and visitors. Your cooperation and commitment to ensuring the smooth conduct of the event are highly appreciated.

Furthermore, all members are required to wear **formal attire** during the event. For reference, the **Program of Activities** is attached for your guidance and information.

Your full support and participation are greatly appreciated.

JOSE E. RETAMPAGOS
City Mayor

TASKING AND COMMITMENT OF GFPS TWG MEMBERS

In line with the successful execution of the **2025 State of the Women Address** and the **Women's Month Celebration**, the **GFPS Technical Working Group (TWG) Members** are assigned specific roles and responsibilities to ensure the smooth flow of the program. Each assigned member is expected to uphold professionalism, efficiency, and commitment to the event's objectives.

PARADE OF COLORS

Objective: Ensure an organized and dignified presentation of colors, including attendance facilitation for the scheduled practice session.

Schedule of Practice: March 10, 2025, at 3:00 PM

Venue: Panabo City Multi-Purpose Gym

Assigned TWG Members:

- **PCMS Antoinette Patricio**
- **Novableen Palicte**
- **Edena L. Jumalon**

Responsibilities:

- Coordinate and oversee the practice session.
- Ensure the attendance of all designated participants.
- Provide necessary instructions and guidelines for an orderly parade.

ENTRANCE OF LCAT-VAWC MEMBERS

Objective: Ensure the seamless entrance, assembly, and accommodation of **Local Council Against Trafficking – Violence Against Women and Children (LCAT-VAWC) Members**.

Assigned TWG Members:

- **Rhea Mae A. Parcia**
- **Glory Grace Trinidad**

Responsibilities:

- Gather and facilitate the attendance of all LCAT-VAWC members.
- Ensure proper coordination and smooth entry of participants.
- Provide necessary assistance and guidance throughout the process.

ENTRANCE OF BARANGAY COUNCIL OF WOMEN

Objective: Manage the orderly assembly and entrance of **Barangay Council of Women Members**.

Assigned TWG Members:

- **Richelle N. Alberca**
- **Lorelie B. Oriol**

- Geraldine Cabang
- Engr. Rhea L. Geraldo

Responsibilities:

- Facilitate attendance and ensure all members are properly gathered.
- Coordinate the entrance sequence and provide clear instructions.
- Assist and accommodate members before and during their entrance.

ENTRANCE OF GAD FOCAL POINT SYSTEM – EXECUTIVE COMMITTEE & TECHNICAL WORKING GROUP

Objective: Ensure the smooth assembly and entrance of the **Gender and Development (GAD) Focal Point System Executive Committee and TWG Members.**

Assigned TWG Members:

- Rezza Lyn S. Gil
- Elvie Marie Sollorano
- Allan Roy H. Gencianos

Responsibilities:

- Gather and facilitate the attendance of all committee and TWG members.
- Organize the entrance sequence for a structured and formal presentation.
- Provide guidance and ensure members are accommodated accordingly.

USHERETTES

Objective: Provide assistance and guidance to guests, dignitaries, and attendees throughout the event.

Assigned TWG Members:

- Laarni Palma-Gil
- Shirly Bernados
- Jhoana Rose J. Langamom
- Annalise Galleta
- Housing Section Representative
- **DepEd Representative**

Responsibilities:

- Welcome and assist guests upon arrival.
- Direct attendees to their designated seating areas.
- Provide necessary support throughout the program to ensure a smooth experience for all participants.

ACKNOWLEDGEMENT OF GUESTS AND VISITORS

In-Charge: Ms. Glofe A. Lastimoso

Objective: Ensure the formal and proper acknowledgment of esteemed guests and visitors.

Responsibilities:

- Recognize and introduce distinguished guests and VIP attendees.
- Maintain a professional and respectful tone throughout the acknowledgment segment.
- Ensure that all guests receive due recognition.

MASTER OF CEREMONY

In-Charge: Jay Kem Celocia

Objective: Serve as the official host of the event, ensuring a smooth and engaging flow of the program.

Responsibilities:

- Deliver clear, engaging, and well-coordinated announcements.
- Maintain the professionalism and formality of the event.
- Ensure that all program segments are executed smoothly and on schedule.

Each **GFPS TWG Member** is expected to perform their assigned tasks with dedication and excellence, ensuring that the **2025 State of the Women Address and Women's Month Celebration** reflect the empowerment, leadership, and collective strength of women in our community.

Let us work together in making this event a resounding success!

Mabuhay ang Kababaihan! Mabuhay ang Panabo!



Philippine
Commission
on Women



STATE OF THE WOMEN ADDRESS



MARCH 11, 2025



AT 9:00 AM



Panabo City Multi-Purpose
Tourism, Cultural and Sports
Center

THIS SERVES YOUR INVITATION