



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID – 2024 - 0561

To : Assistant Schools Division Superintendent
 Chief, Curriculum Implementation Division (CID)
 Chief, Schools Governance and Operations Division (SGOD)
 Education Program Supervisors
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads
 All Concerned

Subject : **ATTENDANCE TO THE CONDUCT OF THE MENTORSHIP MATTERS: TRAINING TEACHERS IN CAMPUS JOURNALISM AND MEDIA LITERACY**

Date : September 15, 2025

This pertains to the letter-request of the Panabo City Association of School Paper Advisers (PCASPAI) as regards the attendance of teachers, division personnel, PCASPAI members/officers to the upskilling of school paper advisers/coaches as part of the ongoing efforts to enhance the skills and knowledge of the educators in campus journalism and media literacy.

In view hereof, this Office in coordination with the Panabo City Association of School Paper Advisers, Inc (PCASPAI) shall conduct the Mentorship Matters: Training Teachers in Campus Journalism and Media Literacy to provide guidance and support to teachers on September 27-29, 2025 at The Renses, Gredu, Panabo City.

Attached is the distribution of the number of participants from each school.

A registration fee of Two Thousand Five Hundred Pesos only (Php2,500.00) per participant will be collected to cover the expenditures for venue, meals (am snacks, pm snacks, and lunch for three days), travel expenses, accommodation and honoraria of the distinguished speakers. The payment of registration fee is in pursuance to DepEd Order No. 30 s. 2021 which stressed the aim of the Department to promote and support professional development of DepEd personnel and teachers and, to the National Budget Circular No. 596, s. 2025, otherwise known as *Updated Guidelines on Participation of Government Officials and Employees in Conventions, Seminars, Conferences,, Symposia and Similar Non-Training Gatherings Sponsored by Non-Government Organizations or Private Institutions* which stipulated the allowable cost and payment of registration fees of the participation of government employees to conventions, seminars and the like basically for purposes of sharing, discussing and disseminating information on the development related to their field of interest and/or work in the amount of 2,800 per day.



Schools Division of Panabo City
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DepEd Panabo:
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 through Journeying, Blending and Fostering commitment in
 providing quality education, MATATAG for all.





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The registration fee of Php2,500.00 per participant is taxable at 2% which shall automatically be deducted by the Division Finance Section. The net registration fee shall be paid through the Schools Division at:

Bank Name : BDO Network Bank
Account Number : 040440458609
Account Name: Panabo City Association of School Paper Advisers Incorporated

The participation of the Division Journalism Coordinators and teacher-participants shall be subject to DO 53 s. 2003 (*Updated Guidelines on Grant of Service Credits and DBM-CSC Joint Circular No. 2 s. 2004 Non-Monetary Remuneration for Overtime Services Rendered*). Also, DO No. 9 s. 2005 – *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*.

Registration fee, travel, and other incidental expenses shall be charged to School MOOE/Division MOOE and/or other local funds, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.


JINKY B. FIRMAN Phd, CESO VI
Schools Division Superintendent

RELEASED

SEP 16 2025

RECORDS SECTION SDO PANABO CITY
BY 

CID/jey/mpags



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Enclosure No.1 – Distribution of the No. of Participants per School on Mentorship Matters: Training Teachers in Campus Journalism and Media Literacy

A.O. Floirendo ES II	2
Cabili ES	2
Doña Nenita ES	2
Gredes ES	2
Panabo Central ESSC	2
Rizal ES	3
Salvacion ES	2
San Francisco ES	2
San Pedro ES	1
San Vicente ES	2
Sto Niño ES	2
A.O. Floirendo ES	2
Concordia Sison ES	2
Dalisay Village ES	2
Manuel Javellana ES	2
Nanyo CES	2
P. Changco ES	1
Rodrigo D. Mabitad ES	2
Roxas ES	2
Sindaton ES	2
Southern Davao ES	2
Tibungol ES	1
Valentin Daquio ES	2
Buenavista ES	2
G.L. Dondoy CES	2
JP Laurel ES	2
Katualan ES	2
Kiotoy ES	2
Mabunao ES	2
Narciso Galapin ES	2
San Roque ES	1
Sta. Cruz ES	2
L.T. Concepcion IS	2
Taguot ES	2

Consolacion ES	2
Datu Abdul ES	2
Kasilak ES	1
Katipunan ES	4
Licanan ES	1
Little Panay ES	2
Malativas ES	2
Namuag ES	2
New Visayas ES	2
Teofanis Gerona ES	2
Waterfall ES	2
A.O. Floirendo NHS	4
Cagangohan NHS	1
Desiderio N. Dalisay NHS	2
Don Manuel Javellana NHS	2
Kasilak NHS	1
Kauswagan NHS	2
Little Panay NHS	2
Mabunao NHS	1
Malativas NHS	2
Manay NHS	4
Nanyo NHS	2
Panabo City National HS	2
Panabo City SHS	2
Quezon NHS	2
San Vicente NHS	2
Sindaton NHS	2
Southern Davao NHS	1
Total	121

Prepared by :

MARIA PERPETUA ANGELITA G. SUELTO
 Education Program Supervisor-English
 Division Journalism Focal

JINKY B. FIRMAN, PhD, CESO VI

Schools Division Superintendent
Panabo City Division

August 29, 2025

Ma'am:

Praised be Jesus and Mary!

In line with our commitment to enhance the skills of School Paper Advisers (SPAs) in mentoring student journalists and promoting media literacy in schools, the Panabo City Association of School Paper Advisers, Inc. (PCASPAI) respectfully seeks your approval to conduct a three-day seminar-workshop for SPAs from both public and private schools, titled:

“Mentorship Matters: Training Teachers in Media Literacy”

Date: September 27–29, 2025

Venue: Panabo City

This training aims to strengthen the capabilities of school paper advisers by equipping them with updated knowledge and strategies in media literacy, mentorship, and campus journalism management. Experienced resource speakers from the fields of journalism and education will facilitate the sessions.

To cover the costs of meals, snacks, venue rental, and honoraria for the resource speakers, a registration fee of Two Thousand Five Hundred Pesos (₱2,500.00) per participant will be collected.

Likewise, we would like to request your permission for the participation of the Division Journalism Focal Persons, namely Dr. Maria Perpetua Angelita G. Suelto, EPS in English, and Mr. Peter A. Mijares, EPS in Filipino, together with the PCASPAI Officers in the said training.

We sincerely hope for your kind support in this meaningful professional development activity, which will not only enhance the mentorship skills of our advisers but also contribute to the advancement of campus journalism in Panabo City.

Thank you very much for your continued support and dedication to campus journalism.

Respectfully yours,


RUBEN R. B. INFiesto
PCASPAI President / Master Teacher II