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

Office of the Schools Division Superintendent

November 10, 2025

**DIVISION MEMORANDUM**

No. 0255 s. 2025

**CONDUCT OF ONE TEAM, ONE LEGACY: A YEAR-END THANKSGIVING AND CELEBRATION OF EXCELLENCE CUM PESPA 4<sup>TH</sup> QUARTER ASSEMBLY**

To : Assistant Schools Division Superintendent  
 Chief of Curriculum Implementation Division (CID)  
 Chief of School Governance and Operations Division (SGOD)  
 Section Heads, Office of the Schools Division Superintendent  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Elementary School Heads and Principals

1. In reference to the conduct of **One Team, One Legacy: A Year-End Thanksgiving and Celebration of Excellence cum PESPA 4th Quarter Assembly** on **December 4-5, 2025**, at **Emelia Healing Resort, Brgy. San Jose, Island Garden City of Samal**, this memorandum is hereby issued.

2. The activity shall have the following objectives:  
 a) Strengthen camaraderie and teamwork among school heads;  
 b) Acknowledge and give tribute to the retirees for their invaluable service;  
 c) Celebrate the collective achievements of the association for the year, and  
 d) Provide a venue to foster a positive and motivated leadership community in preparation for another productive year.

3. Attached herewith is the approved Activity Design for your reference.

4. All participating school heads are advised to secure approved Authority to Travel prior to the activity and prepare a **registration fee amounting to Two Thousand Five Hundred Pesos (Php. 2,500.00)**.

5. Registration, travel and other necessary expenses for the activity shall be charged to school MOOE or any local fund source available, all subject to the usual accounting and auditing rules and regulations.

6. Immediate and wide dissemination of this Memorandum is desired.

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

**RELEASED**

**NOV 10 2025**

Enclosed. As stated.

RECORDS SECTION SDO PANABO CITY  
 BY



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

**ACTIVITY TRAINING DESIGN**

<b>PROPOSER OFFICE:</b>	PESPA Panabo City Chapter
<b>PROGRAM NAME:</b>	One Team, One Legacy: A Year-End Thanksgiving and Celebration of Excellence cum PESPA 4th Quarter Assembly
<b>AMOUNT REQUESTED:</b>	P116,000 (P2, 500.00 per School Head)
<b>FUNDING SOURCE:</b>	School MOOE

**I. RATIONALE:**

As the year comes to a close, it is important to provide opportunities for school heads to reflect on their collective accomplishments, strengthen their professional and personal bonds, and honor those who have dedicated years of service to the Department of Education. In line with this, the Philippine Elementary School Principals' Association – Panabo City Chapter will hold its 4th Quarter Assembly dubbed "One Team, One Legacy: A Year-End Thanksgiving and Celebration of Excellence cum PESPA 4th Quarter Assembly on **December 4–5, 2025**.

This gathering aims to foster collaboration and camaraderie through team-building activities, which are essential in sustaining a strong leadership community. It also serves as a meaningful platform to express gratitude for the milestones achieved throughout the year and to recognize the invaluable contributions of our retirees, whose dedication has paved the way for educational excellence in the district. Furthermore, the presentation of accomplishments will highlight the collective efforts of school heads and stakeholders in advancing quality education.

- Through this activity, the association hopes to inspire continued commitment, unity, and excellence among school leaders as they face the new challenges and opportunities of the coming year. **Reflect on Progress and Challenges:** Review 4th-quarter accomplishments, address pressing issues, and align priorities for the next cycle.
- **Strengthen Collaboration:** Foster an environment of trust and cooperation among school leaders, enhancing collective problem-solving and peer mentoring.
- **Enhance Leadership Capacities:** Through interactive team-building exercises, the program develops competencies in communication, adaptive leadership, conflict resolution, and shared accountability.
- **Promote Well-being and Motivation:** By engaging in purposeful yet enjoyable activities, the event helps reduce stress, renew enthusiasm, and reinforce the value of camaraderie.



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**PROPOSED TP ACTIVITIES FOR FY 2025**

**\*Note: Arrange the order of your activities from most priority to least priority**

**Title: One Team, One Legacy: A Year-End Thanksgiving and Celebration of Excellence cum PESPA 4th Quarter Assembly**

**A.1. Date of Conduct:**  
December 4-5, 2025

**A.2. Duration of Activity:**  
2 days

**A.3. Venue/Platform**  
Emilia Healing Resort, IGACOS

**A.4. Target Participants:**  
46 school head/principal  
2 TWG- AO  
7 Resource Speakers

Total = 55

**A.5. Objectives:**

This activity aims to:

- Strengthen camaraderie and teamwork among school heads;
- Acknowledge and give tribute to our retirees for their invaluable service;
- Celebrate the collective achievements of the association for the year; and
- Provide a venue to foster a positive and motivated leadership community as we prepare for another productive year.

**A.6 Expected Output:**

1. Strengthened teamwork and collaboration among school heads, resulting in a more unified leadership body.
2. Increased motivation and morale of school leaders through recognition and thanksgiving activities.
3. Enhanced leadership commitment and inspiration drawn from the testimonial program honoring retirees.
4. Documented accomplishments that showcase the district's achievements and best practices.

**A.7. Methodology:**

To achieve the objectives of this activity, the following strategies and approaches will be employed:

**1. Pre-Event Planning and Coordination**

- **Needs Assessment:** Gather input from school heads on priority areas (e.g., leadership challenges, policy updates, or team dynamics) to tailor the agenda.
- **Logistical Preparations:** Secure venue, materials, facilitators, and schedule in coordination with the Division Office and partner stakeholders.
- **Program Design:** Integrate plenary sessions, workshops, and experiential activities that align with DepEd directives and leadership competencies.

## 2. Opening and Context Setting

- **Invocation, National Anthem, and Welcome Remarks:** Set the tone for professional camaraderie and collaborative learning.
- **Inspirational Message or Keynote:** Deliver a short address from a respected leader or DepEd official to highlight the importance of synergy in leadership.
- **Presentation of Objectives and Rationale:** Clarify the purpose and expected outcomes to ensure shared understanding among participants.

## 3. Plenary Sessions and Discussions

- **Quarterly Performance Review:** Present association's accomplishments and areas for improvement
- **Policy and Program Updates:** Provide short briefings on recent DepEd Orders, division priorities, and upcoming initiatives.
- **Best Practice Sharing:** Invite selected school heads to share successful programs or strategies that others can replicate.

## 4. Team-Building and Experiential Learning

- **Icebreakers and Energizers:** Use interactive activities to create rapport and ease participants into collaborative work.
- **Leadership Simulation Activities:** Conduct group challenges (e.g., problem-solving exercises or trust-building games) that develop communication, adaptability, and strategic thinking.
- **Reflection Circles:** Facilitate small-group discussions where participants connect the lessons from activities to real-world leadership scenarios.

## 5. Presentation of Accomplishments

- Selected schools will present highlights of their accomplishments, best practices, and innovations for SY 2025–2026.

## 6. Testimonial Program

- A formal tribute to the two retiring school heads to honor their years of service and contributions.

## 7. Year-End Thanksgiving Program and Fellowship Night

- A short and meaningful ceremony to give thanks for the blessings and accomplishments of the year.

## 8. Closing Program

- Summarize key takeaways and recognize outstanding contributions or innovative practices.
- Provide evaluation forms for feedback to improve future assemblies and team-building sessions.
- End with a motivational message to sustain momentum and morale for the next quarter.

### Activity Matrix:

#### 2-Days Activity Matrix

Time	Activity	Objective Link	Facilitator/Person Responsible	Resources/Remarks
Day 1				



8:00 – 12:00 NN	Travel time Registration and Opening Program: Invocation, National Anthem, Welcome Remarks, Inspirational Message	Set the tone; outline purpose and expectations	Secretariat, Program Host	Registration sheets, audio- visual setup
1:00 – 5:00 PM	Team Challenge: "Building the Legacy Tower"	Stronger Together: Building Bonds, Strengthening Leadership	Facilitator/ Program Host	Music, props
5:00 – 6:00 PM	Presentation of Accomplishmen ts	Best Practice Sharing, Open Forum	School Heads/ Principals	AV equipment
6:00 – 7:00 PM	<b>Fellowship Dinner</b>			
7:00 – 10:00 PM	PESPA Year-end Evaluation/ Thanksgiving Program	Evaluating Success	PESPA Officers	AV equipment, documentation
<b>Day 2</b>				
8:00 – 9:00 AM	"Building a Legacy of Impact: The Role of School Leaders in Transforming Communities"	Emphasizes the long-term influence of effective school leadership and how today's actions shape tomorrow's learners.	DR. JINKY B. FIRMAN, CESO VI	Sound system, projector
9:00 – 10:00 AM	"Empowered Leaders, Empowered Schools: Strengthening Instructional Leadership"	focusing on practical strategies and leadership roles in improving teaching and learning.	BASILIO P. MANA-AY, JR., CESO VI	Presentation slides
10:00 – 12:00 AM	Testimonial Program	A formal tribute to the two retiring school heads to honor their years of service and contributions.	PESPA Officers	Plaques
12:00 – 1:00 AM	<b>Lunch Break</b>			
1:00 – 1:30 PM	Commitment Pledge Ceremony	Reinforce collective responsibility	School Heads/ Principals	Certificates, pledge board
1:30 – 2:30 PM	Awarding of Recognitions and Closing Remarks	Celebrate achievements, boost morale	School Heads/ Principals	Certificates, tokens

2:30 – 4:00 PM	Evaluation and Documentation Wrap-Up	Gather feedback, finalize outputs	Secretariat, School Heads/ Principals	Evaluation forms, camera
4:00 PM Onwards	Home Sweet Home			

#### A.8 Budgetary Requirement

Item of Expenditures	No. of Pax	EXPENSES			
		Food	Honorarium	Entrance	TOTAL
Accommodation / Meals & Snacks	55			2000	110, 000.00
Honorarium of Team Building Host	2		3000		6, 000.00
<b>Total</b>					<b>116,000.00</b>

#### A.8. Resource Requirement

##### 1. Venue and Facilities

- **Conference Hall or Multi-Purpose Room** with adequate seating, ventilation, and lighting
- **Breakout/Outdoor Space** for team-building activities
- Tables and chairs for plenary and workshop sessions
- Podium, stage, and backdrop/tarpaulin for event branding

##### 2. Audio-Visual and IT Equipment

- Laptop/computer with updated presentation software
- LCD projector and screen or LED display
- Sound system with microphones (wired/wireless) and speakers
- Extension cords, power strips, and backup batteries
- Camera or smartphone for photo and video documentation
- Wi-Fi or mobile internet for resource sharing and updates

##### 3. Materials and Supplies

- Program copies, attendance sheets, and evaluation forms
- Markers, meta-cards, masking tape, flipcharts, and whiteboard
- Certificates of participation and recognition
- Pledge board or tarpaulin for commitment signing
- Team-building props (e.g., ropes, blindfolds, balls, cones)
- Name tags or IDs for all participants

##### 4. Human Resources

- **Facilitators/Trainers:** To conduct leadership sessions and team-building games
- **Program Host/Emcee:** For flow and engagement
- **Secretariat:** To handle registration, documentation, and logistics
- **Medical Support/First Aider:** On standby for safety during physical activities

## 5. Food and Refreshments

- Breakfast, lunch, and two snack breaks per day for all participants
- Drinking water stations or bottled water supply
- Tokens or small giveaways for energizers and winning teams

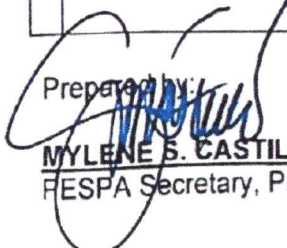
## 6. Transportation and Logistics

- Vehicle arrangements for transporting materials and equipment (if off-site)
- Allowances for facilitators or guest speakers (if applicable)

## 7. Contingency and Miscellaneous


- Emergency kit (first aid, medicines, alcohol/sanitizers, face masks)
- Budget allocation for unexpected expenses or weather-related adjustments

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Noted by:

  
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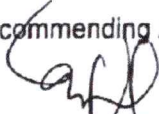
  
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10/14

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