



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

Office of the Schools Division Superintendent

December 2, 2025

DIVISION MEMORANDUM

No. 0275 s. 2025

**CORRIGENDUM TO DM NO. 0255 S. 2025 RE: CONDUCT OF ONE TEAM,
 ONE LEGACY: A YEAR-END THANKSGIVING AND CELEBRATION
 OF EXCELLENCE CUM PESPA 4TH 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 issued Division Memorandum No. 0255, s. 2025 re: Conduct of One Team, One Legacy: A Year-End Thanksgiving and Celebration of Excellence cum PESPA 4th Quarter Assembly on December 4-5, 2025, this corrigendum is hereby issued to inform that the **final venue** of the said activity will be at **Emelia Oasis of Faith, Circumferential Road, Brgy. Tambo, Island Garden City of Samal, Davao del Norte**.

- Attached herewith also is the list of participants for your reference in preparation of the authority to travel.
- All other provisions stated in the said memorandum remain enforced.
- Immediate and wide dissemination of this Memorandum is desired.

For and in the absence of the Schools Division Superintendent:

JANWARIO E. YAMOTA
 Chief ES, CID
 Officer-In-Charge

Enclosed. As stated.

RELEASED

DEC 03 2025

RECORDS SECTION SDO PANABO CITY

BY *[Signature]*



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

Office of the Schools Division Superintendent

LIST OF PARTICIPANTS

One Team, One Legacy: A Year-End Thanksgiving and
 Celebration of Excellence cum PESPA 4th Quarter Assembly
 December 4-5, 2025 @ Emelia Oasis of Faith, IGACOS

PANABO CENTRAL DISTRICT

| NO. | NAME | POSITION | STATION |
|-----|-------------------------|--------------------------------|------------------|
| 1 | DANTE G. MILLANES | P I | AOFES II |
| 2 | MARJORIE S. BALDESTAMON | P II | Cabili ES |
| 3 | ELSIE M. CARBALLO | P III | Dona Nenita RFES |
| 4 | FELECIANO S. CATBAGAN | P III | Greda ES |
| 5 | RAMELYN F. ANTALAN | P IV | PCESSC |
| 6 | ANNA MAE T. FUENTES | HT I / Asst. to the Principal | PCESSC |
| 7 | ROSEMARIE S. PATRIARCA | P IV | Rizal ES |
| 8 | MYLENE S. CASTILLO | P III | Salvacion ES |
| 9 | LIZLE Y. DELOS REYES | P II | San Francisco ES |
| 10 | ELSIE O. IÑIGO | HT I | San Pedro ES |
| 11 | JEMIMA R. DEIPARINE | P II | San Vicente ES |
| 12 | HELEN MAY T. DELADA | HT II / Asst. to the Principal | San Vicente ES |
| 13 | JOCELYN B. ADA | P I | Sto. Niño ES |

PANABO NORTH DISTRICT

| NO. | NAME | POSITION | STATION |
|-----|--------------------------|----------|---------------------------|
| 1 | CYRUS C. CACHUELA | P I | AOFES |
| 2 | JONALYN D. BADUA | P I | Concordia A. Sison ES |
| 3 | WINSTON MARK C. COQUILLA | P I | Dalisay Village ES |
| 4 | EDGARDO D. PAMUGAS III | HT II | Manuel A. Javellana ES |
| 5 | LEONORA D. CAÑETE | P II | Nanya Central ES |
| 6 | NIDA M. COMPUESTO | HT II | P. Changco ES |
| 7 | RUBBIE G. LABANON | P I | Rodrigo D. Mabitad Sr. ES |
| 8 | MIRASOL V. DIANA | P I | Roxas ES |
| 9 | JANETH E. GOMEZ | P I | Sindaton ES |
| 10 | JYWELL C. PACANA | P III | Southern Davao ES |
| 11 | RONILO G. REVAMONTE | P I | Tibungol ES |
| 12 | RUEL B. RAMOS | P III | Valentin Daquio |



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LIST OF PARTICIPANTS

One Team, One Legacy: A Year-End Thanksgiving and
 Celebration of Excellence cum PESPA 4th Quarter Assembly
 December 4-5, 2025 @ Emelia Oasis of Faith, IGACOS

PANABO SOUTH 1 DISTRICT

| NO. | NAME | POSITION | STATION |
|-----|---------------------------|--------------------------------|----------------------------|
| 1 | LOVELY KAREN C. MELENCION | HT I | Buenavista ES |
| 2 | ROSSELLE N. PASAPORTE | P IV | Glecerio L. Dondoy CES |
| 3 | JOY D. COZO | P II | J.P Laurel ES |
| 4 | MAC DONALD P. JABONILLO | HT II | Katualan Elementary School |
| 5 | ULYSES T. MACATOL | HT II | Kiotoy ES |
| 6 | ARNEL T. DUROPAN | P III | LTCIS |
| 7 | FLORENCE N. HORTEZA | HT IV / Asst. to the Principal | LTCIS |
| 8 | ROBERTO C. CANDELASA JR. | HT IV | Mabunao ES |
| 9 | CHRISTY M. PANTONIAL | P II | Narciso B. Galapin ES |
| 10 | EMILY A. IBO | HT III | San Roque ES |
| 11 | MARIA TERESA S. AMORA | HT III | Sta. Cruz ES |
| 12 | EDRALIN A. GUMILAN | HT II | Taguot ES |

PANABO SOUTH 2 DISTRICT

| NO. | NAME | POSITION | STATION |
|-----|---------------------|------------------------------|----------------------------|
| 1 | MYLA P. BERGONIA | P I | Consolacion ES |
| 2 | OSCAR G. PALES | P I | Datu Abdul ES |
| 3 | IRIS G. SEPARIS | P I | Kasilak ES |
| 4 | JULIUS B. JUEN | P I | Katipunan ES |
| 5 | REYNALDO B. MORALES | P I | Licanan ES |
| 6 | ERIC C. PAQUERA | P II | Little Panay ES |
| 7 | LULIBETH VIDAL | P I / Asst. to the Principal | Little Panay ES |
| 8 | ALFREDO O. OGUE JR. | P I | Malativas ES |
| 9 | ANALYN S. NANOL | P II | Namuag ES |
| 10 | JOHANNA P. LINTERNA | P III | New Visayas CES |
| 11 | ANBELLA G. ELERIA | P II | Teofanis G. Gerona, Sr. ES |
| 12 | SAMBAY S. LUMA | P I | Waterfall ES |



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LIST OF PARTICIPANTS

One Team, One Legacy: A Year-End Thanksgiving and
Celebration of Excellence cum PESPA 4th Quarter Assembly
December 4-5, 2025 @ Emelia Oasis of Faith, IGACOS

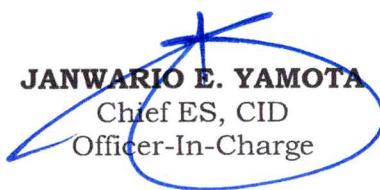
DIVISION PERSONNEL

| NO. | NAME | POSITION | STATION |
|-----|-------------------------|----------------|---------|
| 1 | JINKY B. FIRMAN | SDS | OSDS |
| 2 | BASILIO P. MANA-AY, JR. | ASDS | OASDS |
| 3 | JANWARIO E. YAMOTA | Chief ES, CID | CID |
| 4 | AILENE B. AÑONUEVO | Chief ES, SGOD | SGOD |
| 5 | RAMIL JACKY P. FIRMAN | EPS, CID | CID |
| 6 | KEREN T. LUMA | EPS, SGOD | SGOD |
| 7 | RODRIGO CASONA JR. | Driver | OASDS |

TECHNICAL WORKING GROUP & RESOURCE SPEAKERS

| NO. | NAME | POSITION | STATION |
|-----|---------------------|---------------|-----------------|
| 1 | AILENE Y. PORTRIAS | AO II | New Visayas CES |
| 2 | JAMAICA E. ALIVIADO | AO II | Rizal ES |
| 3 | INVITED SPEAKERS | Outside DepEd | - |

For and in the absence of the Schools Division Superintendent:


JANWARIO E. YAMOTA
Chief ES, CID
Officer-In-Charge

11/25/2025



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 4TH 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:

- Strengthen camaraderie and teamwork among school heads;
- Acknowledge and give tribute to the 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 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



Address: City Hall Compound, Km 31, JP Laurel,
Panabo City, Davao del Norte
Telephone No: (084) 823-1469, (084) 628-4066
Email: panabocity.division@deped.gov.ph
Website: www.depedpanabocity.com

| | | | |
|----------------|------------|------|----------|
| Doc. Ref. Code | SDO-F000 | Rev | 00 |
| Effectivity | 05.05.2025 | Page | 19 of 19 |

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

ACTIVITY TRAINING DESIGN

| | |
|---|--|
| PROPOSER OFFICE: | PESPA Panabo City Chapter |
| PROGRAM NAME: | One Team, One Legacy: A Year-End Thanksgiving and Celebration of Excellence cum PESPA 4th Quarter Assembly |
| AMOUNT REQUESTED: | P116,000 (P2,500.00 per School Head) |
| FUNDING SOURCE: | School MOOE |
| I. RATIONALE: | |
| <p>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.</p> <p>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.</p> <ul style="list-style-type: none"> 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. | |



Namuag Elementary School
 Purok 3, Brgy. Cacao, Panabo City
 CP # 09277717881
 Email: namuag.es@deped.gov.ph



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 Accomplishment s | Best Practice Sharing, Open Forum | School Heads/ Principals | AV equipment |
| 6:00 – 7:00 PM | Fellowship Dinner | | | |
| 7:00 – 10:00 PM | PESPA Year-end Evaluation/ Thanksgiving Program | Evaluating Success | PESPA Officers | AV equipment, documentation |
| Day 2 | | | | |
| 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 | Lunch Break | | | |
| 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 | | | TOTAL |
|----------------------------------|------------|----------|------------|----------|-------------------|
| | | Food | Honorarium | Entrance | |
| Accommodation / Meals & Snacks | 55 | | | 2000 | 110,000.00 |
| Honorarium of Team Building Host | 2 | | 3000 | | 6,000.00 |
| Total | | | | | 116,000.00 |

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

| | | | | |
|-----------------|--------------------------------------|-----------------------------------|---------------------------------------|--------------------------|
| 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 | | | TOTAL |
|--------------------------------|------------|----------|------------|----------|------------|
| | | Food | Honorarium | Entrance | |
| Accommodation / Meals & Snacks | 55 | | | 2000 | 110,000.00 |

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

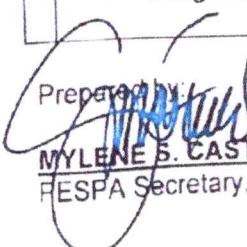
6. Transportation and Logistics

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

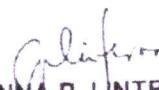
7. Contingency and Miscellaneous

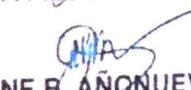
- Emergency kit (first aid, medicines, alcohol/sanitizers, face masks)
- Budget allocation for unexpected expenses or weather-related adjustments

Prepared by:


MYLENE S. CASTILLO
PESPA Secretary, Principal III

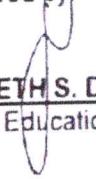
Noted by:


JOHANNA P. LINTERNA
PESPA President, Principal III

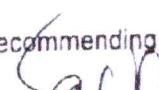

AILENE B. ANONUEVO, PhD
Chief Education Supervisor - SGOD

10/14

Reviewed by:


KENNETH S. DELIGENCIA, MPA
Senior Education Specialist, HRDS

Recommending Approval as to Content & Availability of Fund:


ROSLIE D. ESTIMADA
Budget Officer

Recommending Approval as to Purpose:


BASILIO P. MANA-AY, JR. CESO VI
Assistant Schools Division Superintendent

Approved for Deliberation:


JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent