



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

21 OCT 2025

DIVISION MEMORANDUM
No. 549, s. 2025

**2025 PARTNERS AND STAKEHOLDERS
RECOGNITION AND APPRECIATION PROGRAM
CUM LOCAL STAKEHOLDERS' CONVERGENCE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (CES) & OIC - CES
Education Program Supervisors
Public Schools District Supervisors
Heads of Public and Private Elementary, Secondary and Integrated Schools
Elementary, Secondary and Integrated School BE and
Partnership Focal Persons
All Others Concerned

1. Relative to Memorandum CO_EPS No. 01 – 014, s. 2025 titled Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) for Fiscal Year 2025, this Office, through the Social Mobilization and Networking Unit of the School Governance and Operations Division (SGOD), will conduct the **2025 Partners and Stakeholders Recognition and Appreciation Program cum Local Stakeholders' Convergence** on November 28, 2025 (Friday). The venue will be announced later.
2. This activity aims to:
 - a. initiate, encourage and strengthen cooperation among education partners and stakeholders; and
 - b. appreciate and recognize partners and stakeholders who have demonstrated outstanding contributions to the implementation of various programs, projects, and activities of DepEd Capiz, which have significantly contributed to the successful delivery of quality basic education.
3. The participants to this activity are the following:

Participants
▪ Schools Division Superintendent
▪ Assistant Schools Division Superintendent
▪ DepEd RO 6 Personnel
▪ CES, CID and SGOD
▪ Public Schools District Supervisors (PSDSs)
▪ Education Program Supervisors (EPSs)
▪ Local Chief Executives/Chairpersons, Committee on Education of the Different Municipalities
▪ LGU – Province of Capiz



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▪ SDO Capiz Partners and Stakeholders
▪ President, Capiz Provincial Federated PTA for SY 2025-2026
▪ District Education Partners and Stakeholders, including Capiz NHS
▪ District Brigada Eskwela and Partnership Focal Persons, including Capiz NHS
▪ Section and Unit Heads
▪ SDO Personnel and Working Committees

4. Each district (elementary, secondary, and integrated schools), including Capiz NHS, is requested to submit two (2) partners or stakeholders (either private or NGO — group, institutional, or individual) who have made outstanding contributions to the implementation of various programs, projects, and activities of the school or district. Kindly complete the submission on or before **November 12, 2025 (Wednesday)** through the provided Google link. Photos or logos of the identified partners or agencies should also be uploaded via the same link, which will be shared in the Brigada Eskwela/Partnership group chat.
5. It is expected that all participants will be dressed in “Filipiana” and “Barong”.
6. Attached are the working committees and schedule of activities for reference.
7. Expenses relative to the conduct of this activity are chargeable against the Program Support Funds for Building Partnership and Linkages Program (PSF-BPLP) - Adopt-a-School Program (ASP) and Local Stakeholders Convergence (LSC), Division MOOE and other funds/sources subject to the usual accounting and auditing rules and regulations.
8. For more information, kindly contact Mr. Romar S. Jaravelo, Senior Education Program Specialist at Mobile No. 09128108586 or Ms. Ann Marie D. Villamor EdD, Education Program Specialist II at Mobile No. 09399368303, Social Mobilization and Networking Unit, School Governance and Operations Division (SGOD).
9. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Incl: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS	AWARDS	SCHOOLS
RECOGNITION	PARTNERSHIPS	



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**2025 PARTNERS AND STAKEHOLDERS
 RECOGNITION AND APPRECIATION PROGRAM
 CUM LOCAL STAKEHOLDERS' CONVERGENCE**

SCHEDULE OF ACTIVITIES

Date	Activities
October 23, 2025	Preparation: Lay-outing of Plaques/Certificates & Program
October 24, 2025	Orientation with District BE/Partnership Focal persons, including Capiz NHS Venue: SDO Capiz Conference Hall Date and Time: October 24, 2025, 9:00AM
November 12, 2025	District submission of two (2) partners and stakeholders, including Capiz NHS
November 17 – 21, 2025	<ul style="list-style-type: none"> ▪ Delivery of communication letters to partners and stakeholders ▪ Confirmation of attendance of partners and stakeholders ▪ Consolidation of the list of partners and stakeholders, including logos of groups/institutions and photos of individual partners and stakeholders
November 18, 2025	Orientation with the Different Working Committees
November 19, 2025	Finalization of the Program
November 20, 2025	Conference with the following: <ul style="list-style-type: none"> ▪ IT Technical Support on the proceedings of the program ▪ Hosts
November 21 & 24 – 26, 2025	Finalization of the following: <ul style="list-style-type: none"> ▪ Program ▪ Lay-out sequence of the program to be displayed on the LED Wall
November 25, 2025	<ul style="list-style-type: none"> ▪ Labelling of the plaques/certificates by the committee members ▪ Updating of the preparation by the different working committees
November 27, 2025	<ul style="list-style-type: none"> ▪ Preparation of Venue ▪ Dry Run (Venue/SDO Capiz Multi-Purpose Hall) <ul style="list-style-type: none"> • Program Committee • venue/Hall preparation/Physical Arrangement • Documentation Committee • Ushers and Usherettes/Protocol Officers • IT Technical Support Committee • District BE/Partnership Focal Persons, including Capiz NHS
November 28, 2025	2025 Partners and Stakeholders Recognition and Appreciation Program cum Local Stakeholders' Convergence



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CUM LOCAL STAKEHOLDERS' CONVERGENCE**

WORKING COMMITTEES

PROGRAM COMMITTEE

Chairman: ROMAR S. JARAVELO – SEPS, SocMobNet
Co-Chairmen: ANN MARIE D. VILLAMOR – EPS II, SocMobNet
DORISLYN T. BELLOSILLO – Master Teacher I, Ivisan ES & Division Music Coordinator
MAYBELLE BILAN – AO II, Dao NHS
ALDRIN FUENTES – MT I, Dayhagan IS
YZARDA CLAUDETTE D. BALLERA – PDO I

CHOIR COMMITTEE

Chairman: DORISLYN T. BELLOSILLO – Master Teacher I, Ivisan ES &
Division Music Coordinator
Co-Chairmen: JOAN EVANGELISTA – Tapaz NHS
ALVHEE CLAUDETTE A. GAYOBA – Ivisan NHS
CHEERY M. DEQUINA – Capiz NHS
KHAREN V. GIALEN – Ivisan NHS
FELINO V. BASE – Pawa NHS
ROY DIAZ – Tuburan NHS
ELMER B. ALEGRE – Maindang ES
JONH EDWELL ALLOC – Mambusao NHS

INVITATION/COMMUNICATION LETTERS

Chairman: ANN MARIE D. VILLAMOR – EPS II, SocMobNet
Co-Chairmen: JHEAN MAE GRACE LINGCO
RALPH B. QUEJADA
All District BE and Partnership Focal Persons including Capiz NHS

PROTOCOL OFFICERS COMMITTEE/ USHER & USHERRETTE

Chairman: GLENDA MARIE B. BOTIN JD – PDO II
Co-Chairmen: EMMA JOY SANTIAGO
FEANE GAIL B. DELA CRUZ
MAXIE MILLIAN LEGASPI
All District BE and Partnership Focal Persons including Capiz NHS

PREPARATION/LAYOUT OF CERTIFICATES & PLAQUES COMMITTEE

Chairman: ROMAR S. JARAVELO – SEPS, SocMobNet
Co-Chairmen: ANN MARIE D. VILLAMOR – EPS II, SocMobNet
CALVIN B. CALINAO – COS

DECORATION COMMITTEE

Chairman: CERELO VILLAGRACIA - ADAS
Co-Chairmen: JORDAN BUNDALAN – ADAS
LIEZEL BUNDALAN – ADAS
REY BERNALDEZ - ADAS



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IT TECHNICAL SUPPORT, SOUND AND LED WALL

Chairman: EMMANUEL V. LATI – Division ITO
Co-Chairmen: VINCENT LAUSA – Principal I, Dumalag Central NHS
GENEBOY AMADOR – Teacher III, Dulangan NHS
ERDEN GENTOLEA – Teacher III, Pontevedra NHS
LARRY MAR FARINAS – Teacher III, Ivisan NHS
RIO A. URETA – Teacher III, Basiao NHS
EUNICE GALE FRIO – Teacher III, Dumalag Central NHS

VENUE/HALL PREPARATION/PHYSICAL ARRANGEMENTS

Chairman: ENGR. MARLON V. CLARITO – Division Engineer III
Co-Chairmen: CALVIN B. CALINAO – COS
LIEZEL BUNDALAN – ADAS
REY BERNALDEZ - ADAS

REGISTRATION

Chairman: ANN MARIE D. VILLAMOR – EPS II, SocMobNet
Co-Chairmen: JHEAN MAE GRACE LINGCO
FEANE GAIL B. DELA CRUZ
MAXIE MILLIAN LEGASPI
All District BE and Partnership Focal Persons including Capiz NHS

DOCUMENTATION COMMITTEE

Chairman: JHEAN MAE GRACE LINGCO
IVAN VITO – AO II
IT Technical Support

FOOD

Chairman: IMMACULADA J. AMORES – SEPS, HRD
Co-Chairmen: ROMAR S. JARAVELO – SEPS, SMN
ANN MARIE D. VILLAMOR – EPS II, SMN

TRANSPORTATION COMMITTEE

Chairman: FRANCIS EMBUCADO
Co-Chairmen: JIM DUENAS
CHRISTIAN CZAR BARTOCILLO
REY BERNALDEZ

MEDICAL

Chairman: DR. JOY ARNOLD T. LEJOS
Co-Chairmen: ANDY VAN ALBERT ARTATES
CANDELARIA TALABUCON
MONNA LIZA ERIBAL
ROLENDY DE PEDRO

MASTER OF CEREMONIES

ALDRIN FUENTES – MT I, Dayhagan IS
YZARDA CLAUDETTE D. BALLERA – PDO I

M & E AND END OF PROGRAM EVALUATION

Chairman: RONALD D. DILE – SEPS, SME
Co-Chairmen: MARY GRACE A. ATINON – EPS II, SME



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OVER-ALL CHAIRMEN

ANN MARIE D. VILLAMOR – EPS II, SMN
ROMAR S. JARAVELO – SEPS, SMN

CONSULTANTS

ATTY. JOSEPH A. ITURRALDE – Attorney III, Legal Services
EDNA B. AZACARRAGA – OIC, Office of the CES, SGOD
ROLANDO B. JAMORA – CES, CID
LUZ U. BANSON – Assistant Schools Division Superintendent
ROEL F. BERMEJO – Schools Division Superintendent