



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

04 DEC 2025

**DIVISION MEMORANDUM**

No. 653, s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 589, S. 2025 TITLED  
COMPOSITION OF TECHNICAL WORKING COMMITTEES FOR THE  
PASIDUNGOG AWARDING CEREMONY**

To: Assistant Schools Division Superintendent  
OIC - Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. In reference to Division Memorandum No. 589, s. 2025, titled Composition of Technical Working Committees for the 2025 Pasidungog Awarding Ceremony, this Office, through the School Governance and Operations Division, informs the field of the additional working committees and the schedule of activities for the IT Technical Support/Multimedia Team, to wit:

Name	Position	Station
Vincent Lausa	Principal I	Dumalag Central NHS
Eunice Gale Frio	Teacher III	Dumalag Central NHS
Rio A. Ureta	Teacher III	Basiao NHS
Geneboy Amador	Teacher III	Dulangan NHS
Erden Gentolea	Teacher III	Pontevedra NHS
Reinier Federizo	Teacher I	Dumalag Central NHS

2. Please refer to the scheduled activity for your perusal:

Date	Activities
December 4 – 12, 2025	<ul style="list-style-type: none"><li>▪ Provide overall technical support for all audio-visual and multimedia requirements of the event.</li><li>▪ Set up, operate, and maintain all IT and multimedia equipment (laptops, projectors/LED wall, sound system, microphones, cameras).</li><li>▪ Ensure smooth playback of presentations, videos, and background visuals throughout the program.</li><li>▪ Troubleshoot and resolve technical issues during rehearsals and the actual event.</li></ul>



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|  | <ul style="list-style-type: none"><li>▪ Coordinate with all committees regarding multimedia requirements and program flow.</li><li>▪ Manage photo and video documentation, including coverage of key event segments.</li><li>▪ Prepare backup files and equipment to ensure uninterrupted program execution.</li><li>▪ Maintain stable internet connection for livestreaming or online components, if needed.</li></ul> |
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3. This Memorandum shall serve as the Authority to Travel for the abovementioned participants on December 4 – 12, 2025.
4. The travel expenses of the concerned personnel shall be chargeable against School MOOE/Local Funds, subject to the usual accounting and auditing rules and regulations.
5. Other provisions of the aforementioned Memorandum remain in effect.
6. Immediate dissemination and compliance of this Memorandum are desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Incl: None

Reference: DepEd Order (No. 09, s. 2022)  
Division Memorandum (No. 366, s. 2025)

To be indicated in the Perpetual Index  
under the following subjects:

TECHNICAL WORKING COMMITTEES



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