



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

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November 26, 2025

DIVISION MEMORANDUM

No. 466, s. 2025

**WORKSHOP ON THE CRAFTING OF THE 2025 PRAISE CATALOGUE-CUM-  
ENHANCEMENT OF THE GAD COFFEE TABLE BOOK**

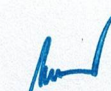

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Public Schools District Supervisors/Principals In-Charge  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. In our continuous pursuit of organizational excellence and compliance with Program on Awards and Incentives for Service Excellence (PRAISE), as well as our commitment to Gender and Development (GAD) mandates, this Office shall conduct a specialized workshop titled **Workshop on the Crafting of the 2025 PRAISE Catalogue and Enhancement of the GAD Coffee Table Book** on November 28-30, 2025 at Casa Ana, Lavezares, Northern Samar.
2. The activity aims to:
  - a. come up with a comprehensive catalogue of awardees for the 2025 Pasidungog and Stakeholders' Summit;
  - b. compile and finalize the list of honorees and citations to be presented during the summit;
  - c. review and enhance the existing layout, copy, and imagery of the GAD Coffee Table Book;
  - d. integrate recent success stories and updated gender mainstreaming data that were not included in the prior version; and
  - e. conduct a final quality assurance check on aesthetics and content accuracy to ensure the publication meets high-level standards.
3. Services rendered on Saturdays, Sundays, declared Holidays, and beyond work hours by all personnel involved shall be granted Compensatory Time-Off (CTO), Overtime Pay, or Service Credits, pursuant to the provisions of DepEd Order No. 30, s. 2016, and CSC Memorandum Circular No. 9, s. 1998.
4. Attached are the list of participants, activity matrix, and program management team.



5. Expenses incurred relative to the conduct of the activity such as meals, room accommodation, and other contingencies shall be charged against 2025 SGOD GASS, while traveling and other incidental expenses of the participants, learning facilitators, and other SDO-based personnel shall be charged against their respective School/Division/local funds subject to the usual accounting and auditing rules and regulations.

6. For guidance and dissemination.

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
Schools Division Superintendent 

Enclosure: As stated

References: As stated To be indicated in the Perpetual Index under the following subjects:

PRAISE

CATALOGUE

GAD

COFFEE TABLE BOOK

SGOD-HRDS-PRB

DepEd Northern Samar

**RELEASED**

By: 

Date: NOV 27 2025



**Annex A****LIST OF PARTICIPANTS**

<b>PRAISE Catalogue Team</b>			
1.	Content Director	<b>Peter R. Bobiles</b>	Manages the catalogue team, approves all text and layouts
2.	Assistant Content Director	<b>Pepito E. Saldo Jr.</b>	Co-manages the catalogue team
3.	Secretariat	<b>April Rose Ballicud</b>	Coordinates all logistical requirements
4.	Lead/Citation Writers	<b>Andrew Montejo</b>	Responsible for retrieving the citations of the awardees and writing the compelling descriptions of their contributions
5.		<b>Angelica Pajares</b>	
6.		<b>Nolly Nacis</b>	
7.		<b>John Chister Jazmin</b>	
8.	Layout & Graphic Artist	<b>Erian Jagonoy</b>	Designs the catalogue template and lays out all 40+ pages
9.		<b>Clane Emmanuel Estremera</b>	
10.		<b>Jayrol Cabagtong</b>	
11.		<b>Mark Warrisan Golondrina</b>	
12.	Photographers/ Visual Editors	<b>Mark Kim A. Jazmin</b>	Responsible for the "Photoshoot for the PRAISE Catalogue"
13.		<b>John Michael Galupo</b>	
14.		<b>Brent Anthony O. Coquia</b>	
15.	Lead Proofreader / Copyeditor	<b>Rhodora A. Borja</b>	Ensures all names, positions, and grammar are 100% correct before printing



**Annex B****ACTIVITY MATRIX****WORKSHOP ON THE CRAFTING OF THE 2025 PRAISE CATALOGUE AND  
ENHANCEMENT OF THE GAD COFFEE TABLE BOOK**

Dates: November 28-30, 2025

Venue: Casa Ana, Lavezares, Northern Samar

**Day 1: November 28, 2025 (Friday)***Focus: Orientation, Data Consolidation, and Template Standardization*

<b>Time</b>	<b>Activity</b>	<b>Persons Involved / Focal</b>
<b>07:30 AM – 09:00 AM</b>	Arrival of Participants and Registration	<b>Secretariat</b> (April Rose Ballicud)
<b>9:00 AM – 09:30 AM</b>	<b>Opening Program</b>  - Preliminaries - Grounding	<b>PMT</b>
<b>09:30 AM – 10:30 AM</b>	<b>Workshop Orientation &amp; Mechanics</b>  - Presentation of the 2025 PRAISE Awardees List  - Walkthrough of the GAD Coffee Table Book Status	<b>Peter R. Bobiles</b>
<b>10:30 AM – 12:00 PM</b>	<b>Session 1: Division of Labor &amp; Template Setup</b>  - <i>Group A (Writers):</i> Review of Citations/Profiles  - <i>Group B (Creatives):</i> Setup of Templates & Visual Assets	<b>Andrew Montejo</b> (Writers Lead)  <b>Erian Jagonoy &amp; Jayrol Cabagtong</b> (Layout Leads)
<b>12:00 PM – 01:00 PM</b>	<i>LUNCH BREAK</i>	
<b>01:00 PM – 03:00 PM</b>	<b>Session 2: Content Generation (Drafting)</b>  - Writing of Citations for Pasidungog Awardees	<b>Writers Team</b>  (A. Pajares, N. Nacis, M. Jazmin)



	<p>- Enhancing GAD Narratives</p> <p><b>Photoshoot</b> (SDO Bulwagan ng mga Guro)</p>	<p><b>Visual Editors / Photographers</b></p> <p>(M.K. Jazmin, J. Galupo, B. Coquia)</p>
03:00 PM – 05:00 PM	<p><b>Session 3: Visual Audit &amp; Preparation</b></p> <p>- Collection of Awardee Photos</p> <p>- Sorting of GAD Event Photos</p>	<p><b>Visual Editors / Photographers</b></p> <p>(M.K. Jazmin, J. Galupo, B. Coquia)</p>
05:00 PM – 06:00 PM	<p><i>Evening Break / Check-in</i></p>	
06:00 PM – 08:00 PM	<p><b>Evening Plenary: Presentation of "Look and Feel"</b></p> <p>- Approval of Catalogue Design Concept</p> <p>- Approval of GAD Book Enhanced Layout</p>	<p><b>Lay-out Team</b></p>

### Day 2: November 29, 2025 (Saturday)

*Focus: Production, Layout, and Photoshoot*

Time	Activity	Persons Involved / Focal
07:00 AM – 08:00 AM	<p><i>Breakfast</i></p>	
08:00 AM – 12:00 PM	<p><b>Session 4: Parallel Working Groups</b></p> <p><b>A. The PRAISE Catalogue Production</b></p> <p>- Layout of Pages 1-20 (Individual Awardees)</p> <p>- Editorial Photoshoot for Key Officials/Awardees</p> <p><b>B. The GAD Book Enhancement</b></p> <p>- Integration of new success stories</p> <p>- Color grading and image enhancement</p>	<p><b>Layout Team</b> (E. Jagonoy, C. Estremera, J. Cabagtong, M. Golondrina)</p> <p><b>Photographers</b> (M.K. Jazmin)</p>



<b>12:00 PM – 01:00 PM</b>	<i>LUNCH BREAK</i>	
<b>01:00 PM – 05:00 PM</b>	<b>Session 5: Full Integration</b> <ul style="list-style-type: none"> <li>- Merging of text (citations) with Layout</li> <li>- Finalizing the "Pasidungog" Sequence in the Catalogue</li> <li>- Finalizing GAD Data Visualizations</li> </ul>	<b>All Participants</b>
<b>05:00 PM – 07:00 PM</b>	<b>Critiquing Session 1</b> <ul style="list-style-type: none"> <li>- Printing of Draft 1 (Proof copies)</li> <li>- Checking for visual consistency and branding</li> </ul>	<b>Peter R. Bobiles</b>
<b>07:00 PM – 08:30 PM</b>	<i>Dinner &amp; Working Break</i>	
<b>08:30 PM – Onwards</b>	<b>Night Owl Session: Revision Implementation</b> <ul style="list-style-type: none"> <li>- Applying corrections from the critiquing session</li> </ul>	<b>Layout &amp; Writers Team</b>

**Day 3: November 30, 2025 (Sunday)***Focus: Quality Assurance, Final Proofreading, and Submission*

<b>Time</b>	<b>Activity</b>	<b>Persons Involved / Focal</b>
<b>07:00 AM – 08:00 AM</b>	<i>Breakfast</i>	
<b>08:00 AM – 10:00 AM</b>	<b>Session 6: The Quality Assurance Loop</b> <ul style="list-style-type: none"> <li>- <b>Strict Proofreading:</b> Checking names, spellings, positions, and grammar.</li> <li>- Review of GAD Book Captions.</li> </ul>	<b>Lead Proofreader</b>  Rhodora A. Borja
<b>10:00 AM – 12:00 PM</b>	<b>Final Layout Adjustments</b> <ul style="list-style-type: none"> <li>- Final touches on margins, bleeds, and typography.</li> </ul>	<b>Layout Team</b>



	- Preparation of Print-Ready PDF.	
<b>12:00 PM – 01:00 PM</b>	<i>LUNCH BREAK</i>	
<b>01:00 PM – 03:00 PM</b>	<b>Final Presentation of Outputs</b> 1. 2025 PRAISE Catalogue (Digital Flip) 2. Enhanced GAD Coffee Table Book	<b>Content Director</b>
<b>03:00 PM – 04:00 PM</b>	<b>Closing Program</b> - Ways Forward (Printing Schedule) - Distribution of Certificates	<b>PMT</b>
<b>04:00 PM</b>	<b>Home Sweet Home</b>	



**Annex C****PROGRAM MANAGEMENT TEAM**

<b>NAME</b>	<b>DESIGNATION</b>
<b>Gaudencio C. Aljibe Jr., PhD, CESO VI</b> <i>Schools Division Superintendent</i>	Activity Manager
<b>Rey F. Bulawan, EdD</b> <i>Asst. Schools Division Superintendent</i>	Co-activity Manager
<b>Noe M. Hermosilla</b> <i>SGOD Chief</i>	Onsite Manager
<b>Elna D. Enano, JD</b> <i>SGOD EPS</i>	Co-Onsite Manager
<b>Merlita B. Fajardo</b> <i>SEPS, SMM&amp;E</i>	QAME Manager
<b>Peter R. Bobiles</b> <b>Pepito E. Saldo Jr.</b>	Resource Persons/GAD Secretariat
<b>April Rose Ballicud</b> <b>Wilkins S. Wong</b> <b>Temothy G. Clutario</b>	HRD/GAD Support Staff/Secretariat