



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

November 26, 2025

DIVISION MEMORANDUM
No. 46, s. 2025

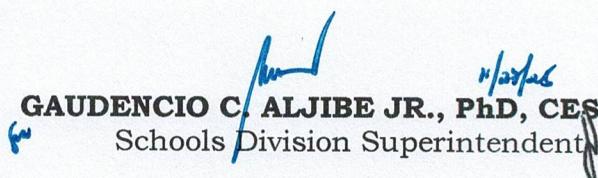
**WORKSHOP ON THE CRAFTING OF THE 2025 PRAISE CATALOGUE-CUM-
ENHANCEMENT OF THE GAD COFFEE TABLE BOOK**

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 Sam.
RELEASED

By: 

Date: NOV 27 2025

Annex A

LIST OF PARTICIPANTS

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

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

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

	<ul style="list-style-type: none"> - Enhancing GAD Narratives <p>Photoshoot (SDO Bulwagan ng mga Guro)</p>	<p>Visual Editors / Photographers</p> <p>(M.K. Jazmin, J. Galupo, B. Coquia)</p>
03:00 PM – 05:00 PM	<p>Session 3: Visual Audit & Preparation</p> <ul style="list-style-type: none"> - Collection of Awardee Photos - Sorting of GAD Event Photos 	<p>Visual Editors / Photographers</p> <p>(M.K. Jazmin, J. Galupo, B. Coquia)</p>
05:00 PM – 06:00 PM	<i>Evening Break / Check-in</i>	
06:00 PM – 08:00 PM	<p>Evening Plenary: Presentation of "Look and Feel"</p> <ul style="list-style-type: none"> - Approval of Catalogue Design Concept - Approval of GAD Book Enhanced Layout 	Lay-out Team

Day 2: November 29, 2025 (Saturday)

Focus: Production, Layout, and Photoshoot

Time	Activity	Persons Involved / Focal
07:00 AM – 08:00 AM	<i>Breakfast</i>	
08:00 AM – 12:00 PM	<p>Session 4: Parallel Working Groups</p> <p>A. The PRAISE Catalogue Production</p> <ul style="list-style-type: none"> - Layout of Pages 1-20 (Individual Awardees) - Editorial Photoshoot for Key Officials/Awardees <p>B. The GAD Book Enhancement</p> <ul style="list-style-type: none"> - Integration of new success stories - Color grading and image enhancement 	<p>Layout Team (E. Jagonoy, C. Estremera, J. Cabagtong, M. Golondrina)</p> <p>Photographers (M.K. Jazmin)</p>

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

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

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

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

PROGRAM MANAGEMENT TEAM

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