



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

August 27, 2026

DIVISION MEMORANDUM

No. 361 s, 2026

**UPDATES ON THE CONDUCT OF THE 2026 DIVISION SCHOOLS
PRESS CONFERENCE**

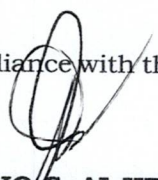
To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals-in-Charge
Public and Private Elementary and Secondary School Heads
School Paper Advisers/Coaches
All others concerned

1. Pursuant to Division Memorandum No. 320, s. 2026, titled **2026 Division Schools Press Conference**, this Office hereby issues the following updates and amendments to ensure the proper and coordinated implementation of the conference. These cover the composition and functions of the working committees, as well as changes in the schedule of activities, as reflected in the matrix below.

UPDATED MATRIX OF ACTIVITIES

Activity	Original Schedule	Revised Schedule and Venue
Checking of equipment, laptops, SD cards, flash drives, and cameras	September 2, 2026 10:00 AM - 5:00 PM	30 minutes before the scheduled start of the contest
TV Script Writing and Broadcasting	September 3, 2026 10:30 AM	September 3, 2026 7:00 AM
Sports Writing	September 3, 2026 3:00 PM at Catarman SPED Center	September 3, 2026 1:00 PM at Catarman Municipal Gym

2. The list of **Working Committees** and their respective **Terms of Reference** is provided in Enclosures 1 and 2, respectively.
3. All learner-participants, campus journalists, and their coaches are required to wear their respective school identification cards and official School Publication/Press Conference IDs at all times throughout the duration of the DSPPC 2026 activities.
4. All other provisions in the aforementioned Memorandum shall remain in full force and effect.
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.


GAUDENTIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

RELEASED



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By: 
Date: **01 SEP 2026**
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Enclosure No. 01 to Division Memorandum No. ____ s, 2026

Working Committee

Food and Refreshments	
Chairperson	Myra Bato
Members	Athena Mae F. Ballea Steven Rico L. Loyogoy Kintsol Cainday Paul Rubenecia John Michael Balanquit
Awards and Certificates	
Chairperson	Felix J. Ladeno
Members	Janjan S. Del Rosario Alvin D. Marino Kintsol Cainday Allan Paul L. Loyogoy Bea Olmedo Merry Lou Niegas
Accommodation and Billeting	
Chairperson	Dr. Roberto T. Orias Jr
Members	Arnio Saludario Ginalyn A. De Guia Mary Grace Magpayo Roseller Demolar
Registration	
Chairperson	Rhina Chan
Members	Merilou Delorino Nilo Añonuevo Christian Turla Roselyn E. Navallo Cora Catapan Alvin D. Marino Athena Mae F. Ballea Kintsol Cainday
Parade	
Chairperson	Mary Jane M. Aguirre
Members	Catarman VI School Heads Athena Mae F. Ballea Steven Rico L. Loyogoy Janjan S. Del Rosario
Hall Preparation and Restoration	
Chairperson	Arnel A. Pajares
Co-Chairperson	Joey Tadeo Ral Pito



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Members	Las Navas II, Mondragon I & Lope De Vega School Heads
Program Invitation and Opening Program	
Chairperson	Ivy Estavillo
Co-Chairperson	Elvira Subiaga
Members	Catarman III and Biri School Heads Alvin D. Marino Kintsol C. Cainday Marynold Peter L. Bato Allan Paul L. Loyogoy Cristal Joy Herrera
Health, Safety, and Security	
Chairperson	Arnel Pajares
Co-Chair	Alma Solayao
Members	Christy Abalon-Ador Ginalyn H. De Guia Mary Grace Magpayo Eileen Belicena Gay Ty Melody Cabales Precious Politan Ma. Asuncion Muncada Carmela Indino Alma Cuanico
Contest Venue	
Chairperson	Roseller Demolar
Members	Julien Tiza Madronio Vicky Rance Catubig Arvin Lebico Rhodora Borja



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Enclosure No. 02 to Division Memorandum No. _____ s, 2026

TERMS OF REFERENCE

1. Technical Working Group (TWG)	● Serve as contest facilitators ● Ensure smooth, orderly, and organized administration of the different contests ● Address operational concerns and facilitate necessary coordination among participants.
2. Contest Supervisors	● Supervise the proper conduct of assigned contests in accordance with the prescribed rules, mechanics, and schedule. ● Ensure the readiness of contest venues, materials, and contest personnel. ● Facilitate the administration and retrieval of contest materials. ● Coordinate the overall planning, implementation, and monitoring of the DSPC.
3. Support Staff	● Provide administrative, clerical, and logistical assistance to the committees and contest areas. ● Assist in the conduct of different contests as may be assigned by the TWG and distribute documents, materials, and other event requirements. ● Perform other related tasks as may be assigned by the TWG.
4. Registration	● Facilitate the registration and verification of all participating delegates.



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	● Maintain an updated master list and attendance records of participants and personnel. ● Keep a record of the attendance sheet and do other tasks as may be assigned by the top management.
5. Food and Refreshments	● Coordinate the provision and timely distribution of meals, snacks, and drinking water to authorized delegates and personnel. ● Monitor the quantity and proper distribution of food based on the validated list of participants. ● Maintain records of meals served and submit the corresponding report.
6. Awards	● Receive and verify official contest results submitted by the Contest Supervisors. ● Prepare certificates, medals, trophies, and other awards for the winners and participants. ● Coordinate the proper presentation and distribution of awards during the awarding ceremony.
7. Accommodation/Billeting	● Arrange and assign billeting or accommodation facilities for authorized delegates and personnel. ● Maintain an updated accommodation/rooming list and monitor occupancy.



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	● Address accommodation-related concerns and coordinate their resolution.
8. Parade	● Organize and supervise the opening parade, including the assembly, order of march, and designated route. ● Coordinate with participating delegations, marshals, traffic enforcers, scouts, and concerned participants to ensure an orderly and safe parade. ● Facilitate the proper transition of delegates from the parade to the opening venue.
9. Hall Preparation and Restoration	● Prepare and arrange designated venues, including seating, signage, equipment, and other necessary facilities. ● Ensure the cleanliness, orderliness, and readiness of venues before and during the activities. ● Restore and inspect the venues after use and report any damage or missing property.
10. Opening Program	● Prepare and coordinate the program flow, script, hosts, speakers, and other program participants. ● Ensure the readiness of the performers, venue, stage, sound system, audiovisual materials, and other technical requirements.



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	● Supervise the smooth and timely conduct of the opening program.
11. Health, Safety, and Security	● Ensure the safety and security of all participants, officials, and personnel throughout the conduct of the Division Schools Press Conference. ● Coordinate first-aid with concerned authorities and implement appropriate security, emergency, and crowd-control measures during all conference activities. ● Monitor and promptly respond to health, safety and security concerns, incidents, and emergencies, and recommend necessary actions to the Conference Management.
12. Contest Venue	● Prepare and ensure the readiness of all contest venues, including proper room assignments, seating arrangements, equipment, and necessary supplies. ● Ensure the orderly and timely conduct of contests by maintaining proper venue protocols, minimizing disruptions, and addressing venue-related concerns promptly. ● Coordinate with contest officials and venue personnel to ensure that all venues remain conducive, accessible, and compliant with the prescribed contest requirements.