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Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
Superintendent**

**MEMORANDUM**

No. 590, s. 2025

**CELEBRATION OF MILESTONES IN ACADEMIC, RESEARCH, AND SPORTS  
(COMARS) 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, Schools Governance and Operations Division  
All Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. The Program on Awards and Incentives for Service Excellence (PRAISE) initiated by the Civil Service Commission (CSC) provides a framework for enhancing employee performance and morale within government agencies. By recognizing and rewarding exceptional contributions, it fosters a culture of creativity, innovation, and productivity among public servants.

2. In alignment with this initiative, the Schools Division Office of Muntinlupa City, through the Muntinlupa Federation of Public Elementary and Secondary Teachers (MUNFPEST), will conduct the Celebration of Milestones in Academic, Research, and Sports (COMARS) 2025 on December 17, 2025, at the Muntinlupa National High School, Covered Court. This annual culminating activity aims to celebrate and acknowledge the outstanding achievements of teachers in academics, research, and sports.

3. Eligibility Criteria for COMARS 2025 Awards:

A. Academic

- a. Teacher coaches/trainers whose learners won 1st, 2nd, or 3rd place in academic contests at the regional, national, or international level, certified by the school principal, education program supervisor, or organizing agency.
- b. Teachers who personally won 1st, 2nd, or 3rd place in professional or academic contests at the regional, national, or international level, duly certified



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B. Research

- a. Teachers recognized as Basic Education Research Fund (BERF) Completers FY 2024 and BERF Grantees FY 2025.
- b. Teacher coaches/trainers whose learners won 1st, 2nd, or 3rd place in research contests at the regional, national, or international level, certified by the school principal, education program supervisor, or organizing agency.
- c. Teachers who personally won 1st, 2nd, or 3rd place in research conference or convergence (oral or poster) presentation at the regional, national, or international level.

C. Sports


- a. Teacher coaches/trainers whose athlete-participants won 1st, 2nd, or 3rd place in sports competitions at the regional, national, or international level, certified by the school principal or MAPEH supervisor.
- b. Teachers who personally won 1st, 2nd, or 3rd place in sports competitions at the regional, national, or international level, certified by the school principal or MAPEH supervisor.

4. Moreover, to ensure the smooth implementation of the activity, attached are the following enclosures:

- a. Enclosure 1- Working Committee
- b. Enclosure 2- Indicative Program of Activities

5. Queries and concerns relative to the aforementioned activity may be directed to Mr. Owen Earl D. Bautista, MUNFPEST President, via email at [owenearl.bautista001@deped.gov.ph](mailto:owenearl.bautista001@deped.gov.ph).

6. Immediate and wide dissemination of this Memorandum is desired.

  
**VIOLETA M. GONZALES CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl: as stated

Reference: as stated

To be indicated in the Perpetual Index

Under the following subjects:

ACADEMIC

RECOGNITION

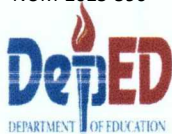
RESEARCH

SPORTS

PRA/Celebration of Milestones in Academic, Research, and Sports (COMARS) 2025

590 /November 13, 2025

NUM-2025-590



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City

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Enclosure No. 1

**WORKING COMMITTEE**

Overall Chairperson : Dr. Violeta M. Gozales CESO VI  
OIC-Schools Division Superintendent

Overall Co-Chairperson : Dr. Lilia A. Ricero CESE  
Assist. Schools Division Superintendent

Overall Adviser: : Dr. Florante C. Marmeto  
Chief, CID

Ms. Ma. Regaele A. Olarte  
Chief, SGOD

Overall Coordinator : Ms. Phoebe R. Arroyo  
SEPS-Planning and Research

Mr. Owen Earl D. Bautista  
President, MUNFPEST

Committee	In-Charge	Terms of Reference
Registration	Chairperson: Faculty Presidents  Co-Chairperson: MUNFPEST Officers Schools AO  Oversight-in-Charge: Curriculum Implementation Division (CID)	Ensuring the smooth and efficient registration of participants for the event, maintaining accurate records, and providing assistance throughout the registration process
Documentation and Narrative	Chairperson: Marcos Villanueva  Co-Chairperson: Ann Christine M. Catindig Annabelle P. Vecina  Members: SDO-Staff Faculty Presidents	Comprehensive recording, compilation, and dissemination of all relevant information and materials related to the event This includes capturing photos of the event, preparing official reports, and ensuring the availability of accurate and detailed records for future references



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Committee	In-Charge	Terms of Reference
Program	<p>Chairperson: Lourdes D. Moslares</p> <p>Co-Chairperson: Elizalde R. Lugtu</p> <p>Member: Revilma M. Dizon Aquisinur H. Valencia Arem Dela Rosa</p> <p>Oversight-in-Charge: School Governance Operations Division</p>	<p>Preparing the program flow and ensuring its smooth implementation by drafting the script, coordinating with performers and presenters, and working closely with the Floor Director and Technical Committee for seamless execution of the event</p>
ICT and Technical Work (Slide Design, , AVP, electronic Raffle, etc.)	<p>Chairperson: May L. Borjal</p> <p>Co-Chairperson: Aquisinur H. Valencia Arem Dela Rosa</p> <p>Member: Schools ICT Coordinators</p>	<p>Ensuring that the sound system is functioning well and all PowerPoint, AVP presentations for the program, played and displayed on the screen, are meticulously prepared, featuring pictures of the awardees. Additionally, prepare a separate electronic raffle draw for district 1 and district 2 teachers, and ensure that the name of the raffle winners is clearly displayed.</p>
Program Flow	<p>Chairperson: Jayson Manikan</p> <p>Co-Chairperson: Harold D. Santos Merla L. Caserial</p> <p>Member: Reynaldo O. Batario Arnel G. Gutierrez Christine May D. Argote</p> <p>Oversight-in-Charge: School Governance Operations Division</p>	<p>Ensuring the orderly execution of the program by supervising presentations and technical requirements, overseeing rehearsals, providing stage directions, and managing the actual conduct of the</p>
Invitation and Coordination	<p>Chairperson: Norlito Argante</p> <p>Co - Chairperson: Jessie B. Arroyo</p> <p>Members: Waren A. Tabulina Edcarmel G. Dingal Lucia V. Marcera</p>	<p>Managing the process of making the invitations, inviting participants, guests, and dignitaries to the event, ensuring clear and efficient communication, coordination, and logistical arrangements</p>



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Committee	In-Charge	Terms of Reference
	Reynaldo O. Batario  Oversight-in-Charge: Dr. Florante C. Marmeto	
Accommodation (ventilation, chairs, stage, seat plan and venue layout)	Chairperson: Dr. Rosendo Sanggalang  Co-Chairperson: Harold D. Santos Arsenia P. Roxas  Member: Nelia Nolasco Mark Lhester L. De Mesa Raynold R. Trinidad Muntinlupa National High School NTC Faculty Presidents  Oversight-in-Charge: Phoebe R. Arroyo	Planning, designing, setting up, and dismantling all decorations at the event venue  Ensuring that all aspects of venue preparation, layout design, and participant accommodation are well-planned and executed
Raffle Draw and Prizes	Chairperson: Reymundo B. Joson  Co-Chairperson: Arturo Polon  Members: Eugenia P. Delzer Eugenia Francia P. Pancipane Jezreel Roanne N. Tarroquin Shermaine F. Vingno Lecel P. Sarmiento Maylanie D. Galut MUNFPEST Officers  Oversight-in-Charge: Joiche I. Luna	Planning, organizing, and managing the raffle draw segment of the event to ensure it is conducted in a fair, transparent, and enjoyable manner
Food and Refreshment	Chairperson: Owen Earl D. Bautista  Co-Chairperson: Alan Adoptante	Coordinating and supervising the provision of food and drinks for participants and guests



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	Member: School A.O Faculty Presidents Jackie Lou D. Bautista  Oversight-in-Charge: Noemi A. Valdez	
Live Band	Chairperson: Arsenia P. Roxas  Co-Chairperson: Roldan Niefes  Member: MNHS Main Faculty Officers	Ensuring that the band's music is appropriate and aligned with the events theme.
Partners and Donors - Prizes - LGU Support - Lights and Sound	Chairperson: Dr. Paul Christian Dela Vega  Co-Chairperson: Cecilia Teresa Claudel  Members: Mr. King Solidini J. Torres Ms. Ma. Romma Pagador Mr. Eduardo Kondo	Identifying, engaging, and maintaining relationships with partners and donors to secure resources and support for the event  This includes in-kind contributions, sponsorships, and partnerships that align with the event's goals and objectives.
Awards and Plaque	Chairperson: Dr. Florante C. Marmeto  Co- Chairperson: Ma. Regalee A. Olarte  Member: Mr. Edison Enerlas Ms. Phobe R. Arroyo Dr. Ivy Romano Dr. Zoren Pepito L. Gubalane	Ensuring a fair, transparent, and efficient process for recognizing and awarding participants based on predefined criteria  The committee oversees all aspects of the awards ceremony, from the selection of awardees to the presentation of awards.
Safety and Security	Chairperson: Eduardo L. Kondo  Co-Chair: Faculty Presidents  Member:	Maintaining the safety and security of all participants, staff, and assets during the event.  This includes planning, implementing, and managing security measures to prevent and respond to any potential



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Committee	In-Charge	Terms of Reference
	School Heads (1 security personnel per school) Selected School DRRM Coordinators MUNFPEST Officers	threats or incidents
Cleanliness and Sanitation	Chairpersons: Faculty Presidents  Co-Chairpersons: MUNFPEST Officers ACT Muntinlupa	Ensuring a clean and hygienic environment during the event. This includes planning, implementing, and managing sanitation protocols and procedures to maintain high standards of cleanliness and hygiene
Health	Chairperson: Ms. Ma. Teresa S. Indap  Members: Dr. May Anne L. Ayudtud Dr. Maricel R. Subida Ms. Maripaz M. Lavin School Nurses	Ensuring the health and safety of all participants, staff, and guests during the event. This includes planning, implementing, and managing all healthrelated protocols and emergency procedures to create a safe and healthy environment



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Enclosure 2

**INDICATIVE PROGRAM OF ACTIVITIES**

<b>Time Frame</b>	<b>Activities</b>	<b>Person Involved</b>
2:00 - 2:30 PM	Registration	Registration Committee
2:31 - 3:20 PM	Entrance of Colors Parade of Awardees  National Anthem Prayer Muntinlupa March	Muntinlupa National HS CAT Officers <b>Mr. Jayson Manikan</b>  SDO Muntinlupa Chorale SDO Muntinlupa Chorale SDO Muntinlupa Chorale
3:21 - 3:30 PM	Opening Remarks	<b>Dr. Violeta M. Gonzales CESO VI</b> <i>Officer In Charge</i> Office of the Schools Division Superintendent
3:31 - 3:40 PM	Intermission Number	<b>Tunasan National HS AMAYA Divas</b> Arck Mared Pius A. Teves Benjamin M. Maala John William B. Cajano
3:41 - 4:00 PM	Inspirational Message	<b>Coun. Jedidiah R. Presnedi</b> Chair, Committee on Education  <b>Hon. Atty. Jaime R. Fresnedi</b> Congressman  <b>Hon. Rozzano Rufino B. Biazon</b> City Mayor
4:01 - 4:05 PM	Dance Presentation	<b>MUNFPEST Officers and Members</b>
4:06 - 5:05 PM	Loyalty Award Awarding of Plaques of Recognition to the Winning Teachers, Coaches and Researchers	<b>Dr. Florante C. Marmeto</b> Chief, CID  <b>Ms. Ma. Regalele A. Olarte</b> OIC-Chief SGOD
5:06 - 5:15 PM	1 <sup>st</sup> Raffle and Serving of Food	Raffle Committee Food Committee
5:16 - 5:25 PM	Dance Presentation	School Heads
5:26 - 5:45 PM	Live Band	<b>Muntinlupa National HS SINTUNADOS BAND</b>
5:46 - 5:55 PM	2 <sup>nd</sup> Raffle	Raffle Committee
5:56 - 6:05 PM	Testimony of Achievement	Selected Awardee
6:06 - 6:20 PM	3 <sup>rd</sup> Raffle	Raffle Committee
6:20PM - 6:25PM	Closing Remarks	<b>Dr. Lilia A. Ricero</b> Assistant Schools Division Superintendent
6:25PM - 6:30PM	SDO Hymn	AVP