



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 11 2026

MEMORANDUM
No. 368, s. 2026

**11TH DIVISION RESEARCH PARLIAMENT AWARDS CUM 2026 CELEBRATION
OF THE NATIONAL TEACHERS' MONTH AND WORLD TEACHERS' DAY**

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

1. Pursuant to **Civil Service Commission Memorandum Circular No. 01, s. 2001** on the **Program on Awards and Incentives for Service Excellence (PRAISE)** and **DepEd Order No. 9, s. 2002**, the Schools Division Office of Muntinlupa City shall conduct the **11th Division Research Parliament Awards cum 2026 Celebration of the National Teachers' Month and World Teachers' Day** on **September 9, 2026 (Wednesday), from 12:00 NN to 6:00 PM**, at **The Filinvest Tent, Filinvest City, Alabang, Muntinlupa City**.
2. The activity aims to recognize and honor outstanding teaching, teaching-related, and non-teaching personnel for their exemplary performance, dedication, research contributions, and commitment to quality education and public service.
3. All teaching and non-teaching personnel identified as participants are enjoined to attend the said activity
4. To ensure the orderly preparation of the venue, **each school shall designate and send utility and staff who will be responsible for arranging and organizing the chairs intended for their respective teachers**. These assigned personnel shall report to the venue at the time that will be communicated by the Technical Working Group to facilitate the proper setup prior to the start of the program
5. **The prescribed attire for all participants shall be Gala Attire**. All attendees are expected to observe the prescribed dress code appropriate for the formal and ceremonial nature of the event.



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6. Enclosed in this Memorandum are the following documents for the information, guidance, and compliance of all concerned:

Enclosure No. 1 – Committee Composition and Terms of Reference

Enclosure No. 2 – Indicative Program of Activities

All concerned personnel are requested to familiarize themselves with the contents of the enclosures and perform their respective duties and responsibilities to ensure the smooth and successful implementation of the activity

7. School Heads are requested to ensure compliance with this Memorandum and to coordinate with the designated Technical Working Group for any logistical concerns.

8. Immediate dissemination of this Memorandum is desired


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: as stated

Reference: none

To be indicated in the Perpetual Index

Under the following subjects:

AWARDS

PERFORMANCE

TEACHERS

PRA/11th Division Research Parliament Awards cum 2026 Celebration of the National Teachers' Month and World

Teachers' Day

368/August 5, 2026

NUM-2026-368



Student Center for Life Skills Bldg., Centennial Ave., Brgy Tunasan, Muntinlupa City
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Enclosure No. 1

Committee Composition and Terms of Reference

Committee	In-Charge	Terms of Reference
Registration and attendance (By school and SDO)	Chairpersons: Faculty Presidents Co-Chairpersons: MUNFPEST Officers Schools AO Oversight In-charge: Curriculum Implementation Division	Ensuring the smooth and efficient registration of participants for the event, maintaining accurate records, and providing assistance throughout the registration process
Program	Chairperson: Aquisinur H. Valencia Co-Chairperson: Ara T. Vivo Lourdes D. Moslares Member: Revilma M. Dizon Arem Dela Rosa Oversight-in-Charge: Mr. Jason B. Albaro	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
Documentation	Chairperson: Marcos Villanueva Co-Chairperson: Ann Christine M. Catindig Annabelle P. Vecina Members: SDO-ICT Team 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 reference.



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Committee	In-Charge	Terms of Reference
Awards	Chairperson: Ivy M. Romano Co-Chairperson: Phoebe R. Arroyo Members: Angela Francisco Owen Earl Bautista Ma. Myra E. Namit Vilma S. Vloria Reynaldo Comissario Oversight In Charge Ms. Ma. Regaele A. Olarte	Managing all matters related to awards, certificates, plaques, tokens, and the awarding ceremony
Accommodation (ventilation, chairs, stage, seat plan, and venue layout)	Chairperson: Arsenia P. Roxas Co-Chairperson: Harold D. Santos Member: Nelia Nolasco Mark Lhester L. De Mesa Raynold R. Trinidad Faculty Presidents Oversight-in-Charge: Phoebe R. Arroyo	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	Planning, organizing, and managing the raffle draw segment of the event to ensure it is conducted in a fair, transparent, and enjoyable manner



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Committee	In-Charge	Terms of Reference
	Members: Antonio Palmero Eugenia P. Delzer Eugenia Francia P. Pancipane Jezreel Roanne N. Tarroquin Shermaine F. Vingno Lecel P. Sarmiento Maylanie D. Galut MUNFPEST Officers ACT Muntinlupa Officers Oversight-in-Charge: Joiche I. Luna	
Partners and Donors - Prizes - Booths	Chairperson: Dr. Paul Christian Dela Vega Co-Chairperson: Ms. Cecilia Teresa Claudel Members: Mr. King Solidini J. Torres Ms. Ma. Romma Pagador Mr. Eduardo Kondo Oversight In-charge: May L. Borjal	Identifying, engaging, and maintaining relationships with partners and donors to secure resources and support for the event This includes monetary donations, in-kind contributions, sponsorships, and partnerships that align with the event's goals and objectives.
Invitation and Coordination	Chairperson: Norlito Argante Co – Chairperson: Jessie B. Arroyo Members: Waren A. Tabulina Edcarmel G. Dingal Lucia V. Marcera Reynaldo O. Batario Oversight In-charge: Dr. Florante C. Marmeto	Managing the process of inviting participants, guests, and dignitaries to the event, ensuring clear and efficient communication, coordination, and logistical arrangements



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Committee	In-Charge	Terms of Reference
Health	Chairperson: Ms. Ma. Teresa S. Indap Members: Dr. May Anne L. Ayudtud Dr. Maricel R. Subida Ms. Maripaz M. Lavin School Nurses Oversight In-charge: Ms. Ma. Regale Olarte	Ensuring the health and safety of all participants, staff, and guests during the event. This includes planning, implementing, and managing all health-related protocols and emergency procedures to create a safe and healthy environment
ICT and Technical Work (Slide design, AVP, electronic raffle, etc.)	Chairperson : Ms. May L. Borjal Co-Chairpersons: Aquisinur H. Valencia Arem Dela Rosa Jackie Lou D. Bautista JR Tapic Navarro Reynante L. Benito Members: Schools ICT Coordinators	Ensuring that the sound system is functioning properly and that all PowerPoint and AVP presentations for the program are played and displayed on the screen as scheduled, with pictures of the awardees meticulously prepared. Additionally, a separate electronic raffle draw shall be prepared for District 1 and District 2 teachers, and the names of the raffle winners shall be clearly displayed.
Floor Director	Chairperson: Harold D. Santos Co-Chairpersons: Arsenia P. Roxas Merla L. Caserial Members: Reynaldo O. Batario Arnel G. Gutierrez	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 event.



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Committee	In-Charge	Terms of Reference
Food and Refreshment	Chairperson: Owen Earl D. Bautista Co-Chairperson: Alan Adoptante Member: School A.O Faculty Presidents Jackie Lou D. Bautista Oversight-in-Charge: Noemi A. Valdez	Coordinating and supervising the provision of food and drinks for participants and guests
Cleanliness and Sanitation	Chairpersons: Faculty Presidents Co-Chairpersons: MUNFPEST Officers ACT Muntinlupa Officers	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
Security	Chairperson: Mr. Eduardo L. Kondo Co-Chair: Faculty Presidents School Heads (1 security personnel per school) MUNFPEST Officers ACT Muntinlupa Officers	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 threats or incidents
Decoration	Chairperson Harold D. Santos Co-chairperson: Merla L. Caserial Oversight In-charge: Dr. Florante C. Marmeto	Planning, designing, setting up, and dismantling all decorations at the event venue



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Enclosure No. 2

INDICATIVE PROGRAM OF ACTIVITIES

Pre-Program Presentation: SDO MUNTINLUPA Band

Time Frame	Activities	Person Involved
11:30AM-12:00NN	Registration	Registration Committee
12:00NN - 12:20 PM	National Anthem	MS. MARIEL F. EVANGELISTA POBES Teacher
	National Prayer for Teachers	AVP
	Muntinlupa March	AVP
12:20PM-12:30PM	Opening Remarks	DR. VIOLETA M. GONZALES CESO VI Schools Division Superintendent
12:30PM-1:00PM	Inspirational Message	HON. ATTY. JAIME R. FRESNEDI Congressman HON. ROZZANO RUFINO B. BIAZON City Mayor
1:00PM – 1:10PM	Message	MR. OWEN EARL D. BAUTISTA Federation President, MUNFPEST
1:10PM - 1:20PM	Intermission Number	MS. ANNA PAULA DULAY TNHS Teacher
1:20PM – 3:05PM	11 th Division Research Parliament Awards	DR. VIOLETA M. GONZALES CESO VI Schools Division Superintendent DR. LILIA A. RICERO Asst. Schools Division Superintendent DR. FLORANTE C. MARMETO Chief Education Supervisor, CID MS. MA. REGAELE A. OLARTE Chief Education Supervisor, SGOD
3:05PM - 3:20PM	Special Presentation	Muntinlupa School Heads
3:20PM - 3:40PM	Gawad SALAKAB Excellence Award	DR. VIOLETA M. GONZALES CESO VI Schools Division Superintendent DR. LILIA A. RICERO Asst. Schools Division Superintendent DR. FLORANTE C. MARMETO Chief Education Supervisor, CID MS. MA. REGAELE A. OLARTE Chief Education Supervisor, SGOD



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		MR. OWEN EARL D. BAUTISTA Federation President, MUNFPEST
3:40PM - 3:55PM	1 st Raffle and Serving of Food	Raffle Committee Food Committee
3:55PM - 5:35PM	Leadership Award for MUNFPEST Past Presidents LOYALTY AWARD	DR. VIOLETA M. GONZALES CESO VI Schools Division Superintendent DR. LILIA A. RICERO Asst. Schools Division Superintendent DR. FLORANTE C. MARMETO Chief Education Supervisor, CID MR. OWEN EARL D. BAUTISTA Federation President, MUNFPEST
5:35PM - 5:45PM	Grand Prize Raffle	Raffle Committee MR. OWEN EARL D. BAUTISTA Federation President, MUNFPEST
5:45PM- 5:50PM	Closing Remarks	DR. LILIA A. RICERO Asst. Schools Division Superintendent
5:55PM-6:00PM	SDO Hymn	AVP - ALL TEACHERS

MELANIE D. ALBERTO AND ANDREW PAUL S. SANCHEZ
KING SOLIDINI J. TORRES

Masters of Ceremonies