



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 01 2026

MEMORANDUM

No. 450 s. 2026

**DIVISION PARTICIPATION IN THE
2026 NATIONAL TEACHERS' DAY CELEBRATION:
COMPLIANCE WITH REGIONAL MEMORANDUM NO. 775, S. 2026**

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

1. In reference to Regional Memorandum No. 688, s. 2026, entitled "Conduct of the 2026 National Teachers' Day Celebration and Creation of the Regional Technical Working Group," and Regional Memorandum No. 775, s. 2026, entitled "Additional Guidelines on the Conduct of the National Teachers' Day Celebration," this Office shall ensure the proper participation of its identified teacher-participants in the said celebration.

2. In this regard, all concerned are hereby informed of and directed to observe the following guidelines:

I. PROGRAM AND REGISTRATION PROCEDURES

a. Arrival and Schedule.

Teacher-participants are expected to observe the prescribed schedule. Gates shall open at 7:00 AM, and the program shall start at 8:00 AM. All participants are expected to be seated by 10:00 AM for the formal part of the program.

b. Participant Finality.

Registered teacher-participants shall be considered final and strictly non-replaceable.

II. LOGISTICS AND VENUE ARRANGEMENTS

a. Distribution of Event IDs and Tickets.

The designated SDO focal person shall coordinate with the concerned offices and ensure the proper distribution of the Events ID and Tickets to the identified teacher-participants.

b. Delegation Seating Arrangement.

Teacher-participants shall occupy the designated seating area assigned to the Muntinlupa delegation. The VIP section is strictly reserved for the Guests of Honor, Central Office Executive Committee (EXECOM) members,

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and Regional Directors. Accompanying staff and personnel shall remain within their respective regional delegation areas.

III. OFFICIAL ATTIRE

All identified teacher-participants shall wear the official National Teachers' Day (NTD) 2026 polo shirt.

Participants are expected to wear the prescribed attire throughout the formal activities of the celebration, unless otherwise instructed by the Regional Office.

IV. TRAVEL AND MEAL PROVISION

Teacher-participants may be reimbursed up to Six Hundred Pesos (P600.00) for actual transportation and meal expenses, subject to the availability of funds and compliance with applicable budgeting, accounting, and auditing rules and regulations.

V. RAFFLE DRAW MECHANICS

a. Raffle Eligibility.

Officially registered public-school teachers from the Luzon Region are eligible to win Minor or Major Prizes through the Pre-Drawn or Live Raffle Draws.

Pre-Drawn prizes are open to all registered teachers. Winning Major Prizes during the Live Raffle Draw strictly requires the physical presence of the registered teacher at the venue.

b. Distribution of Unclaimed Prizes.

Unclaimed pre-drawn prizes shall be coordinated with and distributed through the designated Regional Partnership Focal Persons, in accordance with the guidelines issued by the Regional Office.

VI. RESPONSIBILITIES OF SCHOOLS AND PARTICIPANTS

All concerned school heads shall:

a. ensure that identified teacher-participants are properly informed of the foregoing guidelines;

b. ensure the completion of the required registration within the prescribed period;

c. facilitate the participants' attendance and compliance with the prescribed attire and schedule;

d. coordinate with the designated Division focal person regarding the distribution of Event IDs, tickets, and other materials; and

e. ensure that participants are properly accounted for before, during, and after the activity.



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3. All identified teacher-participants are expected to observe the prescribed schedule, registration requirements, official attire, seating arrangements, and other instructions issued by the Regional Office and the Schools Division Office.
4. All expenses and costs relative to the participation of the Division delegation shall be charged against available and authorized funds, subject to existing budgeting, accounting, procurement, and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES, CESO VI
Schools Division Superintendent

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

NATIONAL TEACHERS' MONTH CELEBRATION GUIDELINES

JBA/ DIVISION PARTICIPATION IN THE 2026 NATIONAL TEACHERS' DAY CELEBRATION:
COMPLIANCE WITH REGIONAL MEMORANDUM NO. 775, S. 2026
/October 1, 2026

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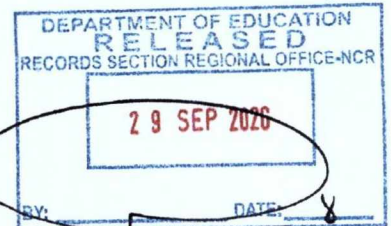
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Republic of the Philippines
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NATIONAL CAPITAL REGION



September 28, 2026

REGIONAL MEMORANDUM

No. **775**, s. 2026

To : Assistant Regional Director
Schools Division Superintendents
All Others Concerned

**ADDITIONAL GUIDELINES ON THE CONDUCT OF THE
NATIONAL TEACHERS' DAY CELEBRATION**

1. In reference to Regional Memorandum No. 688, s. 2026, dated September 7, 2026, titled "**Conduct of the 2026 National Teachers' Day Celebration and Creation of the Regional Technical Working Group**," this Office issues the following additional guidelines on the conduct of the above-mentioned activity:

I. PROGRAM AND REGISTRATION PROCEDURES

- a. Arrival and Schedule: Gates open at 7:00 AM and program starts at 8:00 AM. Everyone is expected to be seated at 10:00 AM for the formal part of the program.
- b. Participant Finality: All identified teacher-participants must register through the official registration link provided by the Regional Office, through their respective SDOs. **Registered delegations are considered final and strictly non-replaceable.**

II. LOGISTICS AND VENUE ARRANGEMENTS

- a. Distribution of Event IDs and Tickets: Distribution shall take place at the DepEd Regional Office – NCR Main Building (beside the Personnel Section) on October 3–4, 2026, from 8:00 AM to 5:00 PM. **Each Schools Division Office (SDO) shall designate an authorized focal person to receive the items on behalf of their division's delegation.**
- b. Delegation Seating Arrangement: Specific seating areas shall be assigned per regional delegation. **The VIP section is strictly reserved for the Guest/s of Honor, Central Office Executive Committee (EXECOM) Members, and Regional Directors.** Accompanying staff and personnel shall be seated within their respective regional delegation areas.



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- c. Official Attire: Teacher-participants shall wear the official National Teachers' Day (NTD) 2026 polo shirt. **SDOs shall procure the required number of polo shirts for their respective participants in accordance with the approved NTD 2026 design.**

III. SCHOOLS DIVISION OFFICE

- a. Travel and Meal Provision: Teacher-participant maybe reimbursed up to Six Hundred Pesos (**₱600.00**) for actual transportation and meal expenses. Further, SDOs may, subject to the availability of funds, applicable budgeting, accounting and auditing rules and regulations, provide prizes, chargeable against authorized programs, activities, and allotments.

IV. RAFFLE DRAW MECHANICS

- a. Raffle Eligibility: Officially registered public-school teachers from the Luzon Region are eligible to win Minor or Major Prizes through the Pre-Drawn or Live Raffle draws. While Pre-Drawn prizes are open to all registered teachers, winning Major Prizes during the Live Raffle Draw strictly requires physical presence at the venue.
- b. Distribution of Unclaimed Prizes: Unclaimed Pre-Drawn prizes shall be coordinated with and distributed through the designated Regional Partnership Focal Persons.
2. All expenses and costs for the items shall be charged against the funding sources identified in the above-cited Memorandum and borne by the respective SDOs, subject to the usual accounting and auditing rules and regulations.
3. Immediate dissemination of this memorandum is desired.

JOCELYN DR. ANDAYA

Regional Director, NCR

Concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations

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