



**Republic of the Philippines**  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

March 11, 2026

**REGIONAL MEMORANDUM**

No. 309 s.2026

**ASSIGNMENTS OF REGIONAL PROGRAM MANAGEMENT TEAM,  
 HOST DIVISIONS, AND BILLETING SCHOOLS DURING THE CONDUCT OF  
 THE 2026 NATIONAL SCHOOLS PRESS CONFERENCE**

To: Schools Division Superintendents  
 All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), in partnership with Division of Ormoc City, shall be hosting the conduct of the **2026 National Schools Press Conference (NSPC)** on **April 13-17, 2026** in **Ormoc City**.
2. In view of this, select personnel from the Regional Office and field offices, together with the host division counterparts, shall lead the NSPC Program Management Team, while the Schools Division Offices shall host the regional delegations.
3. For reference and guidance of the divisions which shall host the delegates from the 17 other regions, the following arrangements shall be observed:

<b>Host Divisions</b>	<b>Regions/Group to be Hosted</b>	<b>Billeting Schools</b>
Baybay City	Region IX – Zamboanga Peninsula	Dolores NHS
Biliran	Region IV-A - CALABARZON	San Isidro IS
Borongan City	National Capital Region	Liloan NHS
Calbayog City	Region XII - SOCCSKSARGEN	Linao CS
Catbalogan City	Region I – Ilocos	Linao NHS
Eastern Samar	Region III – Central Luzon	Ormoc City CS
Leyte	Region VI – Western Visayas	Ipil NHS
	Region XIV - CAR	
	Region VII – Central Visayas	New Ormoc City NHS
	Region XIII - CARAGA	
	Negros Island Region	
		Region X – Northern Mindanao
	Region XI – Davao	Ormoc City SHS
Maasin City	Region XV - BARMM	Dolores CS
Northern Samar	Region V - Bicol	Cogon CS
Ormoc City	NSPC NTWG/ RTWG and PMT	Ormoc City SPED IS
Samar	Region II – Cagayan Valley	Valencia NHS
Southern Leyte	Region IV-B - MIMAROPA	Valencia CS
Tacloban City	Region VIII – Eastern Visayas	Margen NHS



4. Likewise, the different preparations for the NSPC shall be assigned to different committees and shall be led by the following regional officials and field personnel:

<b>2026 NSPC REGIONAL PROGRAM MANAGEMENT TEAM/ REGIONAL TECHNICAL WORKING GROUP</b>	<b>FUNCTIONS /ROLES</b>
<b>STEERING COMMITTEE</b>	
RD Ronelo Al K. Firmo, CESO IV ARD Marilyn B. Siao, CESO IV SDS Carmelino P. Bernadas, CESO V ASDS Lorelei A. Masias, CESO VI	<ul style="list-style-type: none"> <li>• Gives or disseminates instructions through memo or advisories for compliance or action</li> <li>• Acts as the highest decision-making body at the regional level for matters related to the program or activity</li> <li>• Provides high-level guidance and resolves issues that working committees cannot address</li> </ul>
<b>PROGRAM MANAGEMENT COMMITTEE</b>	
Gertrudes Mabutin, CLMD Chief Alejandro Almendras, CID Chief Dandy Acuin Dean Endriano Mylane Barquera Van Gaspang	<ul style="list-style-type: none"> <li>• Oversees the implementation of the activity</li> <li>• Coordinates plans and actions with other working committees and the NSPC TWG</li> <li>• Monitors timelines, deliverables, and outputs</li> <li>• Prepares relevant issuances, program design, matrix of activities, invitations, and communications for officials, participants, and partners</li> </ul>
<b>EVENT MANAGEMENT COMMITTEE</b>	
Harvie Villamor Nova Jorge Jayson Closa Ariem Cinco Raymund Remandaban	<ul style="list-style-type: none"> <li>• Executes on-the-ground operations especially events like parade, opening program, and awarding ceremony</li> <li>• Manages flow of activities including rehearsals</li> <li>• Ensures speakers, presenters, ushers, and performers are present and guided about the program plan</li> <li>• Takes care of stage decoration</li> <li>• Prepares leis and table labels for VIPs</li> </ul>
<b>REGISTRATION COMMITTEE</b>	
Ernani Fernandez Ronnie Tambal Princess Jessica Pontillas	<ul style="list-style-type: none"> <li>• Prepares and manages the online registration system</li> <li>• Collects and consolidates list of official participants from all delegations</li> <li>• Creates and manages an online database where requirements for the activity and other relevant information are uploaded, submitted, and stored</li> <li>• Generates list of participants as basis for distribution of certificates</li> </ul>

<b>SECRETARIAT AND ATTENDANCE COMMITTEE</b>	
<p>Amenia Aspa Jenibeth Fernandez Lanilo Macalla Josephine Contapay Marichu Adorador Juliet Sabino</p>	<ul style="list-style-type: none"> <li>• Prepares and manages the accomplishment the printed registration sheets and attendance sheets</li> <li>• Distributes NSPC ID, kits, and other relevant materials</li> <li>• Ensures complete documentation of attendance, receipts, and other MOVs for liquidation purposes</li> <li>• Prepares certificates of appearance</li> </ul>
<b>QUALITY ASSURANCE COMMITTEE</b>	
<p>Ryan Tiu Gerardo Adto-on Joy Bihag</p>	<ul style="list-style-type: none"> <li>• Checks compliance and readiness of venues, contest facilities, equipment, and materials according to the agreed standards</li> <li>• Checks facilities of billeting schools for compliance to minimum NSPC specifications</li> <li>• Prepares and manages the online evaluation system</li> </ul>
<b>DOCUMENTATION AND PUBLICITY COMMITTEE</b>	
<p>Jasmin Calzita Flora Mae Bacus Ronald Cabigon Harold Naputo Maria Celeste Vincoy Ronald Reyes Jonathan Neri Cielito Virgil Acosta Hermie Visaya</p>	<ul style="list-style-type: none"> <li>• Documents the activities through photos, videos, or recordings</li> <li>• Prepares the ADR</li> <li>• Manages the production of a newsletter</li> <li>• Handles media coverage, press release, social media updates and advocacy drive for the event</li> <li>• Screen announcements, posters, tarpaulins, and other publications for content, accuracy, ang grammar prior to posting</li> </ul>
<b>ACCOMMODATIONS, RESTORATION &amp; MANPOWER COMMITTEE</b>	
<p>Alilee Lagumbay Romeo Alvarado Ryan Bagon</p>	<ul style="list-style-type: none"> <li>• Coordinates lodging of students, coaches, and regional officials at the billeting schools to ensure that all are accommodated according to standards</li> <li>• Addresses issues related to lodging or comfort needs of the participants</li> <li>• Assigns personnel who will monitor water supply, electricity, or do maintenance work at the billeting schools</li> <li>• Sets up tables, chairs, and other necessary equipment for different activity venues</li> <li>• Supervises restoration of rooms, facilities, and event spaces</li> </ul>

<b>TRANSPORTATION AND LOGISTICS COMMITTEE</b>	
Rosemarie Guino Linaflor Tajo Apple Reyes Edward Fumar Chris Fabi Erwin Millar Jojo Senecio	<ul style="list-style-type: none"> <li>• Manages and monitors transportation arrangements of the regional delegations and members of the NSPC PMT/TWG</li> <li>• Assigns vehicles to VIPs and guests</li> <li>• Assists in the transportation and delivery of equipment and materials</li> <li>• Coordinates with local transport groups for possible augmentation of existing transport vehicles when needed</li> <li>• Issues advisories for travel like travel routes, flight schedules, current fare, distance, etc.</li> </ul>
<b>FINANCE COMMITTEE</b>	
Alma Suyom Gary Calipayan	<ul style="list-style-type: none"> <li>• Assists the PMT in the management of funds especially those that need to be downloaded</li> <li>• Gives advice on how funds can be properly and safely utilized</li> </ul>
<b>SUPPLIES AND MATERIALS COMMITTEE</b>	
Balsy Redoña Stephen Alexeus Balatazar Glen Bullecer	<ul style="list-style-type: none"> <li>• Ensures availability of supplies and materials</li> <li>• Delivers materials where they are needed</li> <li>• Retrieves office equipment and materials and return borrowed items</li> </ul>
<b>FOOD COMMITTEE</b>	
Glendale Lamiseria Anna Marie Tolibas Celia Gayon	<ul style="list-style-type: none"> <li>• Monitors the timely delivery of meals and snacks</li> <li>• Distributes and manages meal stubs for official participants</li> <li>• Checks if menu is followed and ensures that appropriate food is served based on preference and health profile of participants</li> <li>• Monitors cleanliness of mess hall</li> <li>• Assigns dedicated teams or personnel to deliver food to members of the NSPC TWG, contest judges, proctors, and facilitators, and VIPs</li> <li>• Takes pictures of food being served as part of needed MOVs for liquidation</li> </ul>
<b>MEDICAL AND HEALTH SERVICES COMMITTEE</b>	
Dr. Angelica Rodriquez	<ul style="list-style-type: none"> <li>• Manages the provision of onsite medical services and first-aid stations</li> <li>• Implements health protocols</li> </ul>

<b>LEARNERS' RIGHTS AND PROTECTION COMMITTEE</b>	
Eden Dadap Hannah Rose Cuaderno	<ul style="list-style-type: none"> <li>• Conducts orientation and ensures that LRP guidelines and NSPC house rules are observed</li> <li>• Sets up a help desk for each regional delegation</li> <li>• Checks if student-delegates have the parents' permit to join the event</li> </ul>
<b>CONTEST EQUIPMENT SCREENING AND STORAGE COMMITTEE</b>	
Jim Lagado Mikko Duero Efren Superable Angelo Tampol	<ul style="list-style-type: none"> <li>• Assists NSPC TWG in the screening of contest equipment and gadgets prior to the conduct of the contest</li> <li>• Identifies a secure storage area for equipment that will be screened and kept</li> </ul>
<b>CONTEST MANAGEMENT COMMITTEE</b>	
Atty. Eleanor Calumpiano Atty. Dulce Catubao Mylane Barquera	<ul style="list-style-type: none"> <li>• Identifies and assigns contest proctors and facilitators</li> <li>• Prepares needed facilities, equipment, and contests materials</li> <li>• Helps in the orientation of contest guidelines</li> <li>• Establish a perimeter security to restrict access to contest areas</li> <li>• Assists proctors and other personnel resolve problems in case they become the subject of protest about contest administration</li> </ul>
<b>AWARDS AND RECOGNITION COMMITTEE</b>	
Rita Dimakiling Mia Menil Margie Sarmiento-Balredo Dina Superable	<ul style="list-style-type: none"> <li>• Prepares and prints certificates of recognition, participation, and appreciation</li> <li>• Reviews accuracy of the printed information in the citations</li> <li>• Prepares and distributes plaques and tokens</li> <li>• Coordinates with the NSPC NTWG as to announcements of contest results</li> </ul>
<b>PROTOCOL AND VIP RECEPTION COMMITTEE</b>	
SDS Edgar Tenasas ASDS Elena De Luna Mercedes Sarmiento Geraldine Mangaliman Dandy Acuin Rosell Pacanza	<ul style="list-style-type: none"> <li>• Coordinates travel itinerary, transportation, meals, hotel accommodations, and other needs of VIPs such as members of the EXECOM, RDs &amp; ARDS, judges, resource persons, and guests</li> <li>• Assigns dedicated personnel who will accompany and assist the VIPs</li> <li>• Assigns dedicated vehicles for the transportation of VIPs</li> </ul>

<b>SECURITY AND EMERGENCY COMMITTEE</b>	
Alfredo Café Brent Andrada Reynaldo Nayre	<ul style="list-style-type: none"> <li>• Takes care of the security and safety of the participants with the help of the police, barangay tanod, and members of the local incident command or disaster risk reduction and management team</li> <li>• Serves as marshal during the parade and other big events</li> <li>• Coordinates with traffic management</li> <li>• Monitors weather for timely advisory</li> </ul>

5. The said committees shall have their counterparts from the Central Office and the Host Division to ensure that there are enough manpower and persons responsible to carry out the different assignments at the different governance levels. The Host Division, moreover, is empowered to add new or modify their division committees whenever necessary.

6. To properly disseminate the terms of reference for the Regional Program Management Team, the identified members are requested to attend a meeting at 10:00 a.m. on March 16, 2026 at the office lobby.

7. All expenses relative to the hosting of the regional delegations to be incurred by the schools division office (SDO) and school personnel including travel reimbursements, shall be charged against their respective local funds. Meals of contestants and coaches including officials and personnel who are included in the 194-member official regional delegation; lodging; rental of venues, facilities, equipment, and services; purchase of equipment and materials; honoraria of speakers and judges; t-shirts, and NSPC kits; however, shall be charged to the 2025 and 2026 Development and Promotion of Campus Journalism (DPCJ) Funds subject to the existing accounting and auditing rules and regulations. Should the downloaded campus journalism fund or NSPC funds be insufficient, the administrative cost of the activity may also be charged against regional, division, and school local funds.

8. Teachers whose uninterrupted vacation leave is affected by their participation in the NSPC shall be granted Vacation Service Credits (VSC) pursuant to DepEd Order No. 13, s. 2024, allowing them to enjoy the equivalent vacation days at another time.

9. Strict compliance and immediate dissemination are hereby enjoined.

**RONELO AL K. FIRMO, CESO IV** ✓  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

Enclosures: None

Reference: As stated

To be indicated in the Perpetual Index under the following subjects:

CAMPUS JOURNALISM      HOSTING      NSPC      SPECIAL EVENTS

CLMD- ME