



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

March 24, 2026

**REGIONAL MEMORANDUM**

No. **378** s. 2026

**TERMS OF REFERENCE AND OTHER ARRANGEMENTS TO  
BE OBSERVED BY THE HOST DIVISIONS DURING THE  
NATIONAL SCHOOLS PRESS CONFERENCE 2026**

To: Schools Division Superintendents  
All Others Concerned

1. To provide clear guidance and proper understanding of tasks, this Office, through the Curriculum and Learning Management Division (CLMD), outlines the terms of reference that the host divisions will observe during the conduct of the National Schools Press Conference (NSPC) 2026 from April 13-17, 2026 in Ormoc City.
2. Although the official dates cover only five days based on actual conduct, the onsite hosting of some divisions may already start earlier in view of some participants and regional delegations who are arriving before the official dates. The concerned host division, however, are allowed to do so if it can deploy an advance team and deliver basic provisions such as beddings and security for the participants. Provisions for meals and transportation, on the other hand, shall commence only during the official dates.
3. In terms of the specific roles and tasks, the host divisions are expected to carry out and accomplish the following:
  - a. Provide enough beddings for the assigned regional delegations that they will host
  - b. Create and deploy necessary personnel or committees who will assist the delegates during their stay;
  - c. Assign protocol officers as well as transport services for regional directors and assistant regional directors and VIPs and officials from the EXECOM as may be necessary depending upon confirmation of the latter;
  - d. Assign two nurses per regional delegation being hosted;
  - e. Organize a welcome ceremony which may include minimal food provisions for the regional participants
  - f. Assist the delegates with their needs that are related to the NSPC.
4. All expenses of the divisions or division personnel during the hosting shall be charged against their respective local funds such as the MOOE and other applicable sources of funds, subject to the existing accounting rules and regulations.

5. Immediate dissemination of and compliance of this Memorandum are desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO III**  
Director IV  
Regional Director

Enclosures: None  
Reference: RM No.309, s. 2026

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

CAMPUS JOURNALISM  
HOSTING  
NSPC  
TASKS

CLMD-DME

