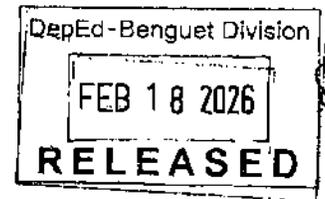




Republic of the Philippines
Department of Education
Schools Division Office - Benguet



18 February 2026

DIVISION MEMORANDUM

No. 72 s. 2026

**CONDUCT OF PLANNING MEETING FOR COMMITTEE ON USHERING DURING
2026 CARAA PROGRAM OPENING**

To: Office of the Assistant Schools Division Superintendent
Office of the Chief Education Supervisors
Public Schools District Supervisors and Coordinating Principals
Public Elementary and Secondary School Heads
Concerned Office Personnel
All Others Concerned

1. This memorandum informs all concerned personnel that a planning meeting for ushering during the CARAA Opening Program will be held on Saturday, **February 21, 2026, 8:30 AM** at the **Benguet Sports Complex (Stage Area), Wangal, La Trinidad, Benguet.**
2. The objectives of this meeting are to finalize the ushering workflow and the assignment of tasks to ensure the smooth movement and guidance of attendees, guests, and participants. Additionally, the meeting will cover the alignment of safety protocols, crowd management strategies, and coordination mechanisms with other event teams to guarantee a secure and well-organized ushering service.
3. Please be advised that a Compensatory Time Off (CTO) will be issued to all participants who will attend the meeting based on existing guidelines. Reimbursement for transportation fares will be charged against the school's Maintenance and Other Operating Expenses (MOOE), subject to compliance with existing auditing rules and regulations. *(Please see attached list of participants.)*
4. This memorandum also serves as Travel Authority for the identified participants.
5. Immediate and widest dissemination of this memorandum is directed.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2026.02.18 09:39:46
+0800

ESTELA P. LEON- CARIÑO, EdD CESO III
Regional Director and Concurrent Officer-in-Charge
Office of the Schools Division Superintendent

sgod/ smme



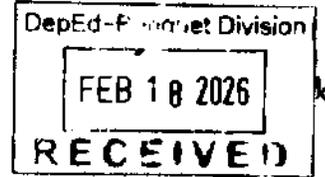
Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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Republic of the Philippines
Department of Education
Schools Division of Benguet



Enclosure 1. List of Participants

CARAA Opening Program @ Benguet Sports Center Ground	
Chairperson:	
<ul style="list-style-type: none"> • Corazon C. Quipot 	
Co-Chairperson:	
<ul style="list-style-type: none"> • Joven B. Agtani 	
Members	
<ul style="list-style-type: none"> • Xylene Grail D. Kinomis 	
<ol style="list-style-type: none"> 1. Mana Estakio 2. Jona Kiwas-Valdez 3. Clara Teofilo 4. Suela Vencio 5. Maria Luisa Nab-us 6. Elena Bumatay 7. Agnes Manzano 8. Janice Bagiw 9. Anthony Adawi 10. Lenie Lou Willie 11. Cherry Ann Laranang 12. Agrifina Compalas 13. Macton Alonzo 14. Elvira Tubal 15. Lavi Pistula 16. Loida Caramé 17. Resty Sotero 18. Constanca Jane Abodiles 19. Elizabeth Dip-asen 20. Claire Toctocan 	<ol style="list-style-type: none"> 21. Carol Elis 22. Sisa Ngade 23. Gerry Anton 24. Rose Acay 25. Josie Cayat 26. Wilma Coilan 27. Norwin Pingo 28. Lilia Sagubial 29. Christine Caliang 30. Mylene Saguid 31. Ferdilyne Laruan 32. Lynden Olas 33. Jennifer Antonio 34. Jovelyn Bungag 35. Jennifer Bulasao 36. Jovelyn Cayapa 37. Jenette Magsiano 38. Rachel Baliked 39. Rosalina Laureta 40. Nancy Costina
Governor's Luncheon @ Benguet Sports Center Gymnasium	
<ol style="list-style-type: none"> 41. Edith Mary Anne Bulasao 42. Gina Panagan 43. Realonda Ngala-an 44. Feliza Batiw-an 45. Brigitte Beray 	<ol style="list-style-type: none"> 46. Emelda Amancio 47. Erlinda Cosil 48. Marjorie Visaya 49. Joanne Pontino 50. Cynthia Calavera

