



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
 SEP 15 2025
 RELEASED

September 12, 2025

DIVISION MEMORANDUM

No. 392 s. 2025

COMPOSITION OF WORKING COMMITTEES FOR THE 103RD FOUNDING ANNIVERSARY OF THE SCHOOLS DIVISION OF BENGUET

To: Assistant Schools Division Superintendent
 Chief Education Supervisors of CID and SGOD
 Public Schools District Supervisors
 All Concerned SDO Personnel and School Heads

1. The Schools Division of Benguet will be commemorating its *123rd Founding Anniversary* this October 2025 based on Act 477 enacted by the Philippine Commission on October 8, 1902, establishing 36 School Divisions in the Philippines including Benguet which was listed as the 33rd school division.
2. In view of the needed preparation for this important occasion, the following committees with their corresponding functions are hereby organized, to wit:

COMMITTEE AND COMPOSITION	ROLES/RESPONSIBILITIES
<p>A. Overall Management Committee Overall Chairperson: Estela P. Leon-Carifio EdD, CESO III Overall Co-chairperson: Samuel T. Egsaen Jr. EdD, CESO VI Members: Lucio B. Alawas Aladin M. Dobinto Mahal M. Rifani</p>	<p>Manage and oversee the overall preparation for the commemoration.</p>
<p>B. Benguet Education History Book Preparation Chairperson: Macarthy B. Malanes Co-Chairperson: Sonia D. Dupagan Members: Antionette D. Sacyang Roxanne Mayomis</p>	<ol style="list-style-type: none"> 1. Prepare the write-up of the History of Education in Benguet based on credible primary and secondary sources. 2. Facilitate the editing and quality assurance review of the write-up. 3. Ensure the proper and timely printing and distribution of the same.



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<p>C. Program and Invitation Committee Chairperson: Remy N. Dum-ao Co-Chairpersons: Norbert C. Lartec & Jardson Onio Members: Lorna M. Yaco Arnel Billy Lim Letecia Pangket Lanie Atos</p>	<ol style="list-style-type: none">1. Finalize the theme for the commemoration.2. Prepare the program paper and invitation of guests.3. Facilitate the distribution of invitation letters and program paper.
<p>D. Anniversary Exhibit Chairperson: Sonia D. Dupagan Co-Chairperson: Antionette D. Sacyang Members: Roxanne B. Mayomis Denver Sin-ot Rose N. Anapen Genar Tony Milton Gunaden</p>	<ol style="list-style-type: none">1. Conceptualize a historically grounded exhibit based on the theme of the celebration.2. Prepare purchase request for materials and logistics needed for the exhibit.3. Set up the exhibit and formulate the needed guidelines for the viewing of the same.
<p>E. Venue Preparation Chairperson: Mahal M. Rifani Co-Chairperson: Florabel E. Buclay Members: Arvin M. Doman All OSDS Personnel</p> <p>After Care All SDO personnel</p>	<ol style="list-style-type: none">1. Ensure proper decorations and appropriate set up of the venue.2. Facilitate the cleaning of the venue before and after the program.3. Prepare purchase request/s for the needed materials.4. Coordinate with other committees to ensure the safety and care of all equipment and facilities.
<p>F. Tarpaulin and Signages Chairperson: Eric Wanson Members: Melvin Alfredo Vergilio Soriano</p>	<ol style="list-style-type: none">1. Design all needed tarpaulins and signages2. Prepare Purchase Request for the printing of tarpaulins.3. Ensure the installation of tarpaulins in proper places.
<p>G. Budget and Finance Chairperson: Florinda C. Pagoy Co-chairperson: Florabel E. Buclay Members: All Accounting Personnel</p>	<ol style="list-style-type: none">1. Ensure the timely provision of funds for the activity.2. Review all documentary requirements on expenses for the whole duration of the commemoration.





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<p>H. Procurement Chairperson: Florabel C. Balanon Members: Milton Gunaden, Stephen Bullalin, Rodriguez Belino, Wynn Daryll Laop</p>	<ol style="list-style-type: none"> 1. Ensure the timely procurement of all needed materials and supplies for the celebration. 2. Coordinate with other committees to ensure the timely submission of all documentary requirements on procurement.
<p>I. Pre-Anniversary Activities Chairperson: Ceasar Luma-ang Members: Arvin M. Doman Lorna M. Yaco Joven B. Agtani Denver Sinot Daniel Peredo Murphy Liswid Kin Jay Basngi</p>	<ol style="list-style-type: none"> 1. Plan relevant pre-anniversary activities. 2. Facilitate the conduct of such pre-anniversary activities. 3. Prepare and submit purchase request for needed materials and logistics relative to the conduct of such activities. 4. Ensure the filling up of attendance sheet during such activity/ies.
<p>J. Food Preparation Chairperson: Samuel S. Ayangdan Co-chairpersons: Abraham Ulep Elizabeth K. Malis Members: Nestor Dalay-on, Felix Ancheta, Oscar Lacaden, Ignacio Dolo, Benson Labaddan, Gerry Anton, Vergilio Soriano, Darcy Pul-oc, Milton Gunaden, and vacant BeNHS teaching and non-teaching staff</p>	<ol style="list-style-type: none"> 1. Ensure the proper and timely preparation of food during the main program. 2. Take charge of the management of the preparation and cooking of food. 3. Prepare all the materials such as pots, cooking utensils, firewood, among others 4. Prepare the needed materials, ingredients, groceries, vegetables, and the like as guide for prompt procurement. 5. Coordinate with the servers for the serving of food.
<p>K. Food Servers Chairperson: Froilan Shyr Arroco Members: Benguet NHS SHS FBS/Cookery Students</p>	<ol style="list-style-type: none"> 1. Take charge of the organized and systematic serving of snack and lunch meal to all guests and participants. 2. Ensure the proper quantity and quality of food serving to all guests and participants. 3. Coordinate with the Food Preparation committee for the timely serving of food and snack.
<p>L. Ushering Chairperson: Merlyn Conchita De Guzman Co-Chair: Mel Alingbas</p>	<ol style="list-style-type: none"> 1. Lead the proper and appropriate welcome gesture to all guests and participants. 2. Take charge of the signing of attendance of all guests and participants.





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<p>Members: Francisca Aroco Joyce Gavino Charmaine Nonog Katelyn Flere Calub Kylyn Pa-ang Yolanda Agustin Kimberly Parian Claire May Fagsao Beverly Marzo Chiqui Anne Montes Alma Sagayo Leah Joy Buenavista Marty Deion Estacio Jevecca Gyle Negradas Joan Pedro Ruth Parista</p>	<ol style="list-style-type: none">3. Take charge of the distribution of leis and tokens.4. Prepare the necessary purchase request on the needed tokens for guests.
<p>M. Sound System and ICT Chairpersons: Arvin M. Doman Eric H. Wanson</p>	<p>Ensure the functionality and appropriateness of the sound systems and ICT equipment during the program.</p>
<p>N. Photo booth and Documentation Chairperson: Joven B. Agtani Members: Lorna M. Yaco Rodriguez L. Belino Murphy Liswid</p>	<ol style="list-style-type: none">1. Prepare the photo booth section and manage the same during the main program.2. Take charge of the documentation of the activities and program of the commemoration as basis for reporting and evaluation.
<p>O. <i>Thanksgiving Mass</i> Chairpersons: Corazon C. Quipot Florabel E. Buclay Members: Francis F. Peckley Warden A. Baltazar Avilardo B. Leon</p>	<ol style="list-style-type: none">1. Take charge of the invitation of officiating priest/minister for the thanksgiving mass.2. Prepare the needed materials and logistics for the mass.3. Facilitate the smooth sequence of the mass including songs and music.
<p>N. <i>Living Heritage Presentations</i> Chairpersons: Robert A. Pablo Marylin A. Tolbe Co-Chairperson: Moresto P. Angyatao Members:</p>	<ol style="list-style-type: none">1. Lead the preparation of appropriate living heritage presentations.2. Lead the showcase of such living heritage presentations during the main program.3. Take care of the gongs, solibao and other IP instruments



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Danny Otingey, Fernando Bagayao, Meriam Mapile, Eldrin Alico, Asunta Mayos, Melin Abad, Emelda Amancio & all IPEd District Focal Persons	
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3. Each committee shall coordinate all the necessary preparatory measures and needs to ensure the smooth preparation for the first celebration of the founding anniversary of SDO Benguet, the main program of which will be on October 10, 2025, at the Benguet Sports Gym, Wangal, La Trinidad.
4. Personnel who would be working overtime or those who need to report during weekends or holidays may be entitled for corresponding service credit/compensatory overtime credit (COC) subject to existing guidelines and regulations.
5. For information and compliance.

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

AMMR/mbm



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