Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

09 Nov 2026

DIVISION MEMORANDUM
No. 556 , s. 2026

COMMITTEES FOR 2026 GAWAD BALISONG

TO: Assistant Schools Division Superintendents
Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Relative to the conduct of the **2026 Gawad BALISONG** which is set on December 7, 2026 in a venue which is still to be determined, this Schools Division thru the SGOD – Human Resource Development Section creates the committees to ensure the smooth flow of the activity.

2. The said committees, its composition and terms of reference are as follows:

OVER – ALL COMMITTEE	
Over – all Chairperson/Consultant	Marites A. Ibañez, CESO V Schools Division Superintendent
Co- Chairpersons	Rhina O. Ilagan Asst. Schools Division Superintendent Ronaldo V. Ramilo CESO VI Asst. Schools Division Superintendent
Members	SDO Batangas PRAISE Committee
Terms of Reference	1. Oversees the entire conduct of the activity starting from the search up to the awarding ceremony 2. Conducts the post evaluation of the activity
PROGRAM AND DECORATION	
Chairperson/Director	Jimmy J. Morillo
Co- Chairperson/ Co-Director	Mario B. Maramot
Members	Eleazar C. Magsino Rex Ramos
Terms of Reference	1. Prepares the sequence and lay out of the program to be forwarded to the committee on invitation 2. Directs the entire flow of the activity

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
Telephone Nos.: (043)722-1840 / 722-1796
Email Address: deped.batangas@deped.gov.ph
Website: www.depedbatangas.com

	3. Coordinates with the venue manager for the stage and hall decorations 4. Checks the necessary decorations of the hall before the event
INVITATION	
Chairperson	Evelyn C. De Sagun
Co - Chairperson	Aris U. Dimaano
Members	Rosemarie A. Encarnacion Anabel E. Magalona Elizabeth R. Tolentino Emerson B. Dalangin Noah P. Duque
Terms of Reference	1. Prints/reproduces the Program Invites 2. Prepares and distributes invitation letters 3. Coordinates with the over – all committee regarding the individuals to be invited
AWARDS	
Chairperson	David M. Nuay
Co - Chairperson	Marian L. Arias
Members	Atty. Karen M. Salimo Leoncia B. Maramot Marvin P. Muñoz Roxanne V. Redubla Arnel B. Catapang Jr.
Terms of Reference	1. Coordinates with the top management on the design and texts of the plaques and certificates 2. Checks on the development as regards to the production of the plaques 3. Ensures the completeness of the plaques a day before the conduct of the activity 4. Arranges the plaques in the designated area of the hall a day before the awarding ceremony 5. Assists in the actual awarding of the plaques & certificates 6. Prepares the distribution lists & facilitates to be signed by the awardees and finalists
DOCUMENTATION	
Chairperson	Ma. Leticia Jose C. Basilan
Co - Chairperson	Yorina C. Manalo
Members	Philip Adrian Tenorio Hazel Y. Manalo

	Rohna B. Jarina Stephen G. Sabile
Terms of Reference	1. Documents the entire awarding ceremony – narratives & pictorials 2. Prepares the activity's souvenir program
FINANCE	
Chairperson	Eduarda U. Alon
Co-Chairperson	Remelyn N. Manumbale
Members	Layne D. Ortega Irene Grace Q. Gonzales Joemar B. Perez Cheryl M. Baril
Terms of Reference	1. Prepares cash advance documents for the Gawad Balisong Awardees Monetary Prizes 2. Ensures awardees' signature on the payroll and other necessary document for liquidation.
TECHNICAL	
Chairperson	Ernani A. Catapat
Co – Chairperson	Elizalde L. Piol
Members	Domcar C. Lagto Papaya ES Dommel Aceveda – Lemery Pilot ES Nixon Atienza - Pantalan SHS Daniel Dadula -Wawa ES Larry R. Sevilla - Dayap ES John Lhester C. Gabo
Terms of Reference	1. Prepares the teaser for the 2026 Gawad BALISONG 5 days before the event 2. Ensures that the internet connectivity, sound system including microphones, lights etc. are in perfect working condition 3. Troubleshoots and operates the system and platform when necessary 4. Ensures quality audio and video of the live coverage of the activity 5. Prepares the power point presentation for the entire program 6. Prepares the Same-Day Edit (SDE) for the event 7. Prepares coffee table magazine
FOOD and VENUE	
Chairperson	Macaria Carina C. Carandang
Co - Chairperson	Mercy R. Villanueva
Terms of Reference	1. Coordinates with the supplier on the proposed menu for the activity

	2. Seeks approval of the Top Management on the menu to be served during the conduct of the activity 3. Ensures that food is served on the agreed time and that no one will be left unserved
PHYSICAL ARRANGEMENT	
Chairperson	Lou C. Panaligan
Co- Chairperson	Engr. John Albert Tiquis
Members	Alfred James A. Ellar Rosalinda A. Menzoda
Terms of Reference	1. Coordinates with the venue manager for the stage and hall decorations 2. Checks the necessary decorations of the hall before the event 3. Ensures the completeness of the needed tables, chairs and other physical arrangements a day before the activity
HEALTH AND SAFETY	
Chairperson	Dra. Khareen M. Cadano
Co - Chairperson	James Angelo T. Año
Members	Karen Enriquez Christian H. Harina
Terms of Reference	1. Ensures that health protocols are strictly observed in the venue 2. Gives first aid when necessary 3. Attends to health issues and concerns during the conduct of the activity
USHER & USHERETTES	
Chairperson	Roxanne V. Redubla
Co - Chairperson	Marvin P. Muñoz
Members	Jericho Andal Erron M. De Torres Kimberly Corollo Maybe M. Bueno Anselma M. Ebero Sarah Jane B. Magnaye Rejoice N. Magtibay
Terms of Reference	1. Prepares attendance and meal attendance sheets 2. Facilitates the distribution and retrieval of the accomplished attendance and meal attendance for liquidation purposes 3. Ensures that all tables are properly labeled. 4. Assist the participants to their designated seats

	5. Attends to the participants concerns
QUALITY ASSURANCE MONITORING AND EVALUATION (QAME)	
Chairperson	Cora V. Samson
Co - Chairperson	Jessa S. Guerra
Terms of Reference	1. Prepare and share evaluation link for the activity
	2. Prepare QAME report

3. Immediate dissemination and compliance to this Memorandum is highly expected.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: N/A
Reference: N/A
To be indicated in the Perpetual Index under the following subject:

Issuances: Division Memorandum

LBM/COMMITTEES FOR 2026 GAWAD BALISONG/R2-157452/ 11/09/2026