



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 6, 2025

To: **Office of the Assistant Schools Division Superintendent**
Chief Education Supervisors/Unit Heads
Public Schools District Supervisors
Principals/Head Teacher-in-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary/Integrated/Secondary Schools
All Others Concerned

Sirs/Mesdames:

Greetings!

This is to inform the field that there will be a coordination meeting for the upcoming Stakeholders Appreciation and Recognition of Schools on November 25, 2025.

In this connection, we would like to request the services of the named personnel (see enclosure 1) during the preparation and dry-run on November 24, 2025. They are also requested to attend the meeting on Saturday, November 8 and 22, 2025. Venue to follow.

Participants are entitled to service credit in accordance with DepEd Order No. 53, s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers and Compensatory time off (CTO) shall be given to non-teaching and teaching-related personnel involved in the activity as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No 2, s. 2004 or Non-Monetary Remuneration for Overtime Service Rendered.

Expenses relative to the conduct of this activity shall be chargeable against local school board funds subject to the existing accounting and auditing rules and regulations.


FELICIANO C. BUENAFE JR. CESO VI
Schools Division Superintendent

DIVISION LETTER
No. 107 s. 2025



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Enclosure No.1 to Division Letter no. 107 s. 2025

STAKEHOLDER'S APPRECIATION AND RECOGNITION OF SCHOOLS

OVER-ALL EVENT COORDINATOR	Ar. MAR BIEN GREGORY G. PAREL APPLE GAY M. OQUENDO
PLAQUE /CERTIFICATE	*MARVIN R. PARMAN *EL JOHN T. DELA CRUZ *RALYN R. RESICO WILBERT FLORENCIO
PROGRAM FLOW MULTIMEDIA PRESENTATION & CERTIFICATE LAY-OUT	SHEENA RICKA Y. MAMBURAM *JOSEPH STEPHEN L. RESICO *JOHN ALJAY P. TRAJE
VENUE LAY-OUT & FLOOR/SOUND DIRECTOR	MA. THERESA L. LAO HAJJI S. TROPA *JOVIE M. OTE *NINO JOJIE B. CATUIRAN *JOHN WINSTON P. DE PEDRO *LYNEL BONIFACIO
STAGE DECORATION	*GERALD R. AGUIRRE
LEI /RECEPTION & USHERETTES	MARTH S. TROPA *JOAN E. REVICENTE *SHEEVA L. REVESENCIO *JANNA LEA A. FELIZARDO *BEA MARIE R. JAVIER *LYNZELL O. PELAYO
ATTENDANCE	MARY JEAN P. SIM NELIETA IRADIEL DELA CRUZ CINDY BAUTISTA PANGANIBAN VENA ANGELA J. OQUENDO MA. LOURDES M. MATORRES JERALD B. DELA CRUZ JHINKIE JANE B. RODILLAS CHRISA MAE N. NAGRAMA
DOCUMENTATION/ VIDEO TEASER	DARREN N. NAELGAS *MARIA JENNIFER L. ORBISTA *MARC AARON D. CRISOSTOMO *JANETTE M. CUESTA
PROTOCOL OFFICERS FOR VIPs	CHARLIE I. URETA JOHN C. MARCIALES
PUBLICITY/LIVE COVERAGE	FLORADEL P. JAMERO



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

COMMUNICATION LETTER

LEINEL BRIAN FRANCISCO
RICHELLE ANNE G. REYES

HOST

*GRICHELLE PELAYO-GREGORIO
*JAPETH SOLIDUM
*JESSIE C. TORRES
*NIKA L. MATUTINA

ENTERTAINMENT

*CHRISTIA MARI I. URETA

Prepared by:


APPLE GAY M. OQUENDO
Education Program Specialist II