



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0045

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors, CID
Education Program Supervisor, SGOD
All Public Schools District Supervisors
School Governance Operation Division Personnel
School Heads of Elementary, Secondary and Integrated Schools
All Others Concerned

Subject: **SCHEDULE OF ACTIVITIES OF THE PRODUCTION TEAM FOR THE 2025 DIVISION MEET**

Date: February 5, 2025

1. Pursuant to Division Memorandum No. 0026, s. 2025 titled, **Conduct of 2025 Division Meet**, the Production Team is hereby created with the schedule of activities found in Enclosure 1.
2. In adherence to all policies, everyone is encouraged to continuously support and value the Equal Opportunity Principle (EOP).
3. Immediate dissemination and strict compliance of this Memorandum is earnestly enjoined.



REYNALDO B. MELLORIDA, CESO V
Schools Division Superintendent

Enclosed: As Stated
sgod/djql
Fr: 2025 DIVISION MEET



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

Enclosure 1: SCHEDULE OF ACTIVITIES OF THE PRODUCTION TEAM FOR THE 2025 DIVISION MEET

Committee	Person/s Involved	Responsibility	School	District
Prod Team	Karl Jose Ibarrientos	Floor Director	Sto. Tomas NHS	Sto. Tomas West
	Marianne Calma	Stage Managers	Kapalong NHS	Kapalong East
	Rene Marco Sulamin		Sto. Tomas NHS	Sto. Tomas West
	Jaypee Valdez		Carmen NHS	Carmen
	Sylvester Han Lanyohan		Sto. Tomas NHS	Sto. Tomas West
	Medardo Abellana		Sto. Tomas NHS	Sto. Tomas West
	Vivien Marie Gaston		Camoning ES	Asuncion
	Ervin Rey Abao	Tech Team	Tubod NHS	Carmen
	Joey Mamon		Kapalong NHS	Kapalong East
	Dennis Arcillo			
	Cherwel Maque		Baltazar Nicor Valenzuela NHS	
	Wendie Cagadas	Hosts	Sto. Tomas NHS	Sto. Tomas West
	Altha Cutillon			
	Walter Willy Batosalem		Carmen NHS	Carmen
	Kerra Ma-amo			

Matrix of Activities

Activity	Date/Time	Venue
Meeting	February 5, 2025 @ 2:00 p.m.	Online
Creation of AVPs/layouts	February 8-9, 2025	Online
Technical Run Through	February 12, 2025 @ 2:00 p.m.	DNSTC, Mankilam, Tagum City
D-Day	February 13, 2025	DNSTC, Mankilam, Tagum City