



Republic of the Philippines  
**Department of Education**  
REGION II - CAGAYAN VALLEY  
SCHOOLS DIVISION OF BATANES

10 June 2025

**DIVISION MEMORANDUM**

No. 151, s. 2025

**DESIGNATION OF COMMITTEE CHAIRPERSONS AND MEMBERS TO THE  
STANDING COMMITTEES OF SDO BATANES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public and Private Elementary and Secondary School Heads  
All others concerned.

1. In the interest of promoting efficiency, shared accountability, and effective implementation of division programs, projects, and activities, the Schools Division Office of Batanes hereby designates the Chairpersons and Members of the various Standing Committees.
2. These committees shall serve as functional arms of the Division in ensuring the consistent delivery of services. Each committee shall be headed by a Chairperson and supported by designated members who shall collaboratively perform assigned duties.
3. The enclosure outlines the list of Standing Committees, their respective Chairpersons and Members, along with their key responsibilities.
4. For information, guidance, and strict compliance.

Digitally signed by  
Gumaru Alfredo Jr Binag  
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**ALFREDO B. GUMARU, JR., EdD, CESO V**  
Schools Division Superintendent

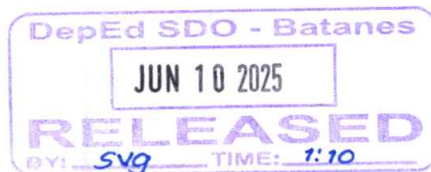
Encl: As stated

References: None

To be indicated in the Perpetual Index  
Under the following subjects:

**COMMITTEES**

SGOD/myn/aach



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Committee	Key Responsibilities
<p><b>A. Stage, Hall Preparation and Maintenance Committee</b>  Chairman: Nicanor C. Batin, Jr.  Co – Chairman (Stage): Karen P. Baldomar  Co – Chairman (Hall): Jack James I. Delos Santos  Members:  <b>Mon</b> Jennilyn C. Valiente  Elmer A. Batallones  Emerita D. Castellon  Schneider Elinore D. Acebes  John Cristopher Valenzuela  <b>Tue</b> Kathleen Castillo – L  Nathalie Joyce C. Balles  Mary Joan B. Arca  Charle H. Gecha  <b>Wed</b> Grentt Dale A. Calosa – L  Raisa V. Beronque  Maphe G. Poncio  Fairley B. De Sagon  Genevieve Enego  <b>Thu</b> Mae Angela E. Pacapac – L  Jeriche Mel E. Garrido  Nida C. Fajardo  Emma D. Zabala  Shirly L. Gutierrez  <b>Fri</b> Jocelyn A. Cobico – L  Pierce John A. Vargas  Jaime B. Villarta  Nona Myrah P. Cabizon</p>	<ol style="list-style-type: none"> <li>1. Develop a comprehensive layout plan for stage and hall setup, considering stage design, audience seating, lighting, costumes, food area, and accessibility.</li> <li>2. Present the layout plan to management for approval.</li> <li>3. Execute decoration and physical setup according to the approved plan.</li> <li>4. Ensure readiness of the venue at least one day before the event.</li> <li>5. Maintain cleanliness and safety of the stage/hall before, during, and after the activity.</li> <li>6. Coordinate post-event dismantling and cleaning.</li> <li>7. Evaluate and document the effectiveness of venue arrangements.</li> </ol>
<p><b>B. Food Committee</b>  Chairman: Virginia A. Vinalay  Co- Chairman: Dennis B. Valdez  Members:  Violeta H. Binalon  Ermelyn S. Castillo  Greg E. Padua III  Schneider Elinore D. Acebes  Emma D. Zabala  Nida C. Fajardo  Emerita D. Castellon  Kathleen E. Castillo  Mae Angela E. Pacapac  Jocelyn A. Cobico  Grentt Dale A. Calosa  Jaime B. Villarta  Charle H. Gecha  Elmer A. Batallones</p>	<ol style="list-style-type: none"> <li>1. Prepare a detailed food service plan covering menu, recipe selection, portioning, serving, and cleanup.</li> <li>2. Secure management approval for the food plan.</li> <li>3. Coordinate with caterers and ensure food safety compliance.</li> <li>4. Organize food distribution logistics, including signage and service etiquette.</li> <li>5. Supervise kitchen and dining area cleanliness before and after the event.</li> <li>6. Evaluate overall food service delivery and participant satisfaction.</li> </ol>



<p><b>C. Lodging Committee</b>  Chairman: Violeta B. Gasilao  Co- Chairman: Esperanza B. Ereful  Members:  Shirley V. Escalona  Sharon V. Gonzales  Joel F. Camaya  Pierce John A. Vargas  Emma D. Zabala  Mary Joan B. Arca  Fairley B. De Sagon  Elmer A. Batallones  Nathalie Joyce C. Balles  Shirly L. Gutierrez  Sheila H. Ydel  Emerita D. Castellon</p>	<ol style="list-style-type: none"> <li>1. Draft a lodging plan detailing room assignment, accommodations, cost estimates, and logistics.</li> <li>2. Present the plan to top management for approval.</li> <li>3. Coordinate room preparation, including linens and toiletries.</li> <li>4. Ensure the comfort, safety, and cleanliness of all accommodations.</li> <li>5. Gather feedback and evaluate the quality of lodging services.</li> </ol>
<p><b>D. Reception and Ushering Committee</b>  Chairman: Myrna H. Agudo  Co- Chairman: Jennifer H. Moro  Members:  Carmencita G. Adami  Elena A. Baldomar  Miah Daphnie B. Buenafe  Nicanor C. Batin Jr.  Schneider Elinore D. Acebes  Mae Angela E. Pacapac  Raisa V. Beronque  Kathleen E. Castillo  Nona Myrah P. Cabizon  Mona Mylene Cabizon  Genevieve Enego  Jhocil Tomao</p>	<ol style="list-style-type: none"> <li>1. Develop a reception protocol, including schedule, venue setup, and materials (e.g., leis, bouquets).</li> <li>2. Present the plan for administrative approval.</li> <li>3. Train ushers to assist guests and manage arrivals.</li> <li>4. Ensure warm and organized reception of participants and guests.</li> <li>5. Conduct post-event evaluation of ushering and guest handling effectiveness.</li> </ol>
<p><b>E. Program and Invitation Committee</b>  Chairman: Arnulfo Anselm C. Hortiz  Co-Chairman: Elena Baldomar  Co-Chairman: Jonas Carlo F. Trillana  Members:  Oswaldo A. Valiente  Dencio G. Eriful  Sharon V. Gonzales  Fairley B. De Sagon  Jennilyn C. Valiente  Maphe G. Poncio  Nona Myrah P. Cabizon  Charle H. Gecha  Elmer A. Batallones  Pierce John Vargas  John Michael Viola  Job Orders/ COS</p>	<ol style="list-style-type: none"> <li>1. Coordinate with event heads in drafting a comprehensive event program and invitation.</li> <li>2. Submit the draft for management approval.</li> <li>3. Oversee printing and distribution of programs and invitations.</li> <li>4. Monitor program flow during the event and provide necessary adjustments.</li> <li>5. Maintain official records of all printed materials used.</li> </ol>
<p><b>F. Certificates/ Awards Committee</b>  Chairman: Jennifer H. Moro  Co-Chairman: Kym Clyde H. Moro</p>	<ol style="list-style-type: none"> <li>1. Compile a list of awardees and prepare draft certificates/plaques.</li> </ol>

<p><b>Members:</b></p> <p>Nicanor C. Batin Jr.  Oliver R. Cariaso  Jonas Carlo F. Trillana  Mona Myleen P. Cabizon  Sheila H. Ydel  Oswaldo A. Valiente  Nona Myrah P. Cabizon  Schneider Elinore D. Acebes  Pierce John A. Vargas</p>	<ol style="list-style-type: none"> <li>2. Secure management approval before final printing.</li> <li>3. Ensure timely printing and availability of awards.</li> <li>4. Assist in the organized distribution of certificates/awards during the event.</li> <li>5. Maintain records of recipients for documentation.</li> </ol>
<p><b>G. Documentation Committee</b>  Chairman: Oswaldo A. Valiente  Co-Chairman: Jonas Carlo F. Trillana  <b>Members:</b>  Jennifer H. Moro  Jay V. Gonzales  Oliver R. Cariaso  Nicanor C. Batin Jr.  Greg E. Padua III  Sharon V. Gonzales  Sheila H. Ydel  Dencio G. Eriful  Schneider Elinore D. Acebes  Maphe G. Poncio  Pierce John A. Vargas</p>	<ol style="list-style-type: none"> <li>1. Capture photos and videos of all event activities.</li> <li>2. Organize and label all documentation outputs.</li> <li>3. Submit final documentation to the designated unit (e.g., ICT/event secretariat).</li> <li>4. Support post-event reporting and publication needs.</li> </ol>
<p><b>H. Media Information/ Advertisement Committee</b>  Chairman: Jay V. Gonzales  Co-Chairman: Myrna H. Agudo  <b>Members:</b>  Schneider Elinore D. Acebes  Dencio G. Eriful  Greg E. Padua III  Genevieve Enego  Sharon V. Gonzales  Grentt Dale A. Calosa  Pierce John A. Vargas  Mae Angela E. Pacapac  Miah Daphnie B. Buenafe  Bernadette Vinalay</p>	<ol style="list-style-type: none"> <li>1. Coordinate all internal and external event publicity requirements.</li> <li>2. Ensure updates are posted on the official website and social media accounts.</li> <li>3. Write and proofread all media content for accuracy and consistency.</li> <li>4. Submit finalized content to ICT or designated media liaison for posting.</li> <li>5. Produce and archive all promotional outputs used.</li> </ol>
<p><b>I. Token, Ways and Means Committee</b>  Chairman: Janna Jesusa S. Lim  Co-Chairman: Walden G. Habana  <b>Members:</b>  Shirley V. Escalona  Violeta H. Binalon  Virginia A. Vinalay  Miah Daphnie B. Buenafe  Jhocil Tomao  Leslie Joy S. Merina  Dencio G. Eriful  Vilma Bongay</p>	<ol style="list-style-type: none"> <li>1. Prepare a budgeted plan for tokens, giveaways, and other event needs.</li> <li>2. Secure approval from top management.</li> <li>3. Procure, prepare, and organize distribution of tokens.</li> <li>4. Prepare a post-event report on token distribution and financial matters.</li> <li>5. Evaluate the effectiveness of fundraising or sponsorship initiatives if applicable.</li> </ol>



<p><b>J. Financial Traceability Committee</b>  Chairman: Shirley V. Escalona  Co-Chairman: Sheila H. Ydel  Members:  Shirly L. Gutierrez  Nathalie Joyce C. Balles  Raisa V. Beronque  Monica D. Gavilan</p>	<ol style="list-style-type: none"> <li>1. Review and consolidate financial reports from other committees.</li> <li>2. Analyze fund utilization for accuracy and transparency.</li> <li>3. Prepare a final financial statement for submission to management.</li> <li>4. Ensure all expenditures comply with standard accounting and auditing rules.</li> </ol>
<p><b>K. Transportation and Tour Committee</b>  Chairman: Marcial Y. Noguera  Co-Chairman: Walden G. Habana  Members:  Elena A. Baldomar  Jay V. Gonzales  Karen P. Baldomar  James I. Delos Santos  Jocelyn A. Cobico  Fred V. Gimenez  Leslie Joy S. Merina  Jaime B. Villarta  Elmer A. Batallones</p>	<ol style="list-style-type: none"> <li>1. Develop a transportation and travel itinerary, including pick-up/drop-off points, vehicle allocation, and tour plans.</li> <li>2. Present the plan for management approval.</li> <li>3. Coordinate with service providers and ensure safety protocols.</li> <li>4. Monitor transportation operations during the event.</li> <li>5. Evaluate travel arrangements and logistics post-event.</li> </ol>
<p><b>L. Lights and Sounds Committee</b>  Chairman: Joel F. Camaya  Co-Chairman: Pierce John A. Vargas  Members:  Elmer A. Batallones  Dencio G. Eriful  Jeriche Mel E. Garrido  Charle H. Gecha  Jonas Carlo F. Trillana  Jaime B. Villarta  Fred V. Gimenez  Security Guard on duty</p>	<ol style="list-style-type: none"> <li>1. Determine technical requirements for lights and sound based on the program needs.</li> <li>2. Coordinate setup and conduct functionality tests prior to the event.</li> <li>3. Ensure availability of standby technicians during the program.</li> <li>4. Maintain proper handling and storage of equipment post-event.</li> </ol>
<p><b>M. Multimedia Set-up and Tarpaulin Layout Committee</b>  Chairman: Jonas Carlo F. Trillana  Members:  Joel F. Camaya  Oswaldo A. Valiente  Dencio G. Eriful  Raisa V. Beronque  Pierce John A. Vargas  Maphe G. Poncio  Jennilyn C. Valiente</p>	<ol style="list-style-type: none"> <li>1. Design and prepare visual materials such as tarpaulins, slide shows, and video backgrounds.</li> <li>2. Coordinate installation and testing of projectors, laptops, and other multimedia tools.</li> <li>3. Ensure all digital and printed visuals are in place before the event.</li> <li>4. Maintain equipment and resolve technical issues on-site.</li> </ol>
<p><b>N. Entertainment Committee with Ushers</b>  Chairman: Elena A. Baldomar  Co-Chairman: Violeta H. Binalon  Members:  Violeta B. Gasilao  Jennifer H. Moro</p>	<ol style="list-style-type: none"> <li>1. Draft an entertainment program and submit it for approval.</li> <li>2. Coordinate performers, scripts, props, and rehearsals.</li> <li>3. Monitor performances and transitions during the event.</li> </ol>

<p>Walden G. Habana Kym Clyde H. Moro Dennis Valdez James I. Delos Santos Schneider Elinore D. Acebes Nonah Myrah Cabizon Jeriche Mel E. Garrido John Cristopher M. Valenzuela Ermelyn Castillo Nicanor C. Batin, Jr. Karen Baldomar</p>	<p>4. Evaluate the entertainment segment for audience engagement and program fit.</p>
<p><b>O. Physical Maintenance Committee</b> Chairman: Marcial Y. Noguera Co- Chairman: Virginia A. Vinalay Co- Chairman: Fred V. Gimenez Members: Joel F. Camaya Charle H. Gecha Elmer A. Batallones Jeriche Mel E. Garrido Jaime B. Villarta Jack James I. Delos Santos John Cristopher M. Valenzuela Jose Donato All OSDS Staff</p>	<p>1. Draft and implement a physical maintenance and safety plan. 2. Supervise venue setup, furniture movement, and utilities maintenance. 3. Respond to facility-related issues during the event. 4. Conduct post-event facility inspection and cleanup.</p>
<p><b>P. AVP Production and Visual Arts Committee</b> Chairman: Walden G. Habana Co- Chairman: Jonas Carlo F. Trillana Co-Chairman: Kym Clyde H. Moro Members: Arnulfo Anselm C. Hortiz Miah Daphnie B. Buenafe Jay V. Gonzales Elena A. Baldomar Nicanor C. Batin Jr. Oswaldo A. Valiente Pierce John A. Vargas Schneider Elinore D. Acebes Dencio G. Eriful</p>	<p>1. Prepare audio-visual presentation (AVP) scripts, content, and materials. 2. Coordinate with the documentation and program committees. 3. Ensure timely editing and rendering of AVPs for presentation. 4. Evaluate audience engagement and content effectiveness.</p>
<p><b>Q. Religious Activities Committee</b> Chairman: Violeta H. Binalon Co- Chairman: Jay V. Gonzales Members: Arnulfo Anselm C. Hortiz Bernadette L. Vinalay Karen P. Baldomar Vilma C. Bongay</p>	<p>1. Plan and organize religious components such as masses or spiritual invocations. 2. Coordinate with officiating personnel and integrate into the main program. 3. Prepare materials such as readings, prayers, and music if needed.</p>
<p><b>R. Cultural Committee</b> Chairman: Elena A. Baldomar Co-Chairman: Jay V. Gonzales Members:</p>	<p>1. Develop a cultural program highlighting Ivatan heritage and traditions.</p>

<p> Arnulfo Anselm C. Hortiz  Dencio G. Eriful  Nona Myrah P. Cabizon  Leslie Joy S. Merina  Schneider Elinore D. Acebes  Jeriche Mel E. Garrido  Karen P. Baldomar  Mary Joan B. Arca  Pierce John A. Vargas  Nicanor C. Batin Jr.  Ermelyn Castillo </p>	<ol style="list-style-type: none"> <li>2. Coordinate performances, exhibits, and displays with local artists or schools.</li> <li>3. Ensure alignment of cultural content with DepEd core values.</li> <li>4. Evaluate the impact of cultural segments on the overall event.</li> </ol>
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As of:	<b>Jul 2, 2018</b>	Page:	<b>7</b>