



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



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Office of the Schools Division Superintendent

September 30, 2026

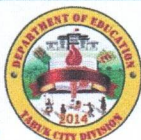
DIVISION MEMORANDUM

No. 437 s, 2026

**CONDUCT OF THE DIVISION CULMINATING ACTIVITY FOR THE BINNADANG
FESTIVAL, INDIGENOUS PEOPLES MONTH, AND TEACHERS' MONTH
CELEBRATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
All SDO Personnel
Elementary and Secondary School Heads
Identified Elementary and Secondary School Teachers
All Others Concerned

1. The Schools Division Office of Tabuk City shall conduct the Division Culminating Activity for the Binnadang Festival, Indigenous Peoples Month, and Teachers' Month Celebration on October 3, 2026 (Saturday), from 7:30 AM to 5:00 PM, at the DepEd Tabuk City Multipurpose Gymnasium.
2. The following shall participate in the activity:
 - a. All Schools Division Office personnel;
 - b. All public elementary and secondary school heads;
 - c. Identified elementary and secondary school teachers, 50 participants per district;
 - d. Members of the Division Council of Elders/Consultative Advisory Body; and
 - e. LGU officials and other concerned stakeholders.
3. The activity aims to:
 - a. Celebrate and promote the rich cultural heritage, traditions, indigenous knowledge, systems and practices, and skills of Indigenous Peoples through meaningful cultural presentations and activities;
 - b. Strengthen unity, solidarity, and collaboration among teachers, school heads, education personnel, Indigenous Peoples communities, and other stakeholders in advancing inclusive, culturally responsive, and quality education; and
 - c. Recognize and appreciate the valuable contributions, dedication, and commitment of teachers and education stakeholders in the delivery of quality education and the preservation, promotion, and appreciation of cultural identity.



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4. All participants are requested to wear **appropriate traditional, indigenous, or culturally inspired attire** that reflects and respects the cultural heritage of the Cordillera.
5. ALS implementers, selected school heads, members of the KNHS Cultural Dance Troupe, TCNHS SPA students, and selected TCNHS teachers are enjoined to prepare and present appropriate intermission numbers during the program.
6. Expenses for the meals and snacks of participants, as well as other incidental expenses, shall be charged against the 2026 IPED PSF and/or available local funds, subject to the availability of funds and the usual accounting and auditing rules and regulations.
7. As the activity falls on a Saturday, corresponding service credits shall be granted to teacher-participants, while compensatory time off (CTO) shall be granted to school heads and non-teaching personnel, as applicable, in accordance with existing DepEd, CSC, and DBM rules and regulations.
8. The composition and specific responsibilities of the working committees are provided in Enclosure No. 1, while the Program Matrix is provided in Enclosure No. 2 of this Memorandum
9. All concerned are hereby informed and enjoined to give this activity their full support and cooperation for its successful implementation.


CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent



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Enclosure 1

**WORKING COMMITTEES DURING THE PREPARATION AND CONDUCT
OF THE DIVISION CULMINATING ACTIVITY FOR THE BINNADANG FESTIVAL
CUM INDIGENOUS PEOPLES MONTH CELEBRATION
AND TEACHER'S MONTH KICK-OFF**

COMMITTEE	CHAIRPERSON AND MEMBERS	ROLES AND RESPONSIBILITIES
1. Program and Invitation Committee	Chairperson: Gemmeline C. Bumanglag Members: Mildred S. Cabay Joan M. Ranjo Maria Medea C. Vallejo Corazon G. Bravo Maribel M. Bravo	- Prepare and finalize the program flow, sequence of activities, script, and assignments of speakers, performers, and facilitators. - Prepare, reproduce, and distribute invitations and other official communication materials to guests, participants, and stakeholders.
2. Documentation Committee	Chairperson: Deewaii B. Bagayao Members: Joshua Rebancos Shamgar Louie Candelario Romeo B. Agagon	- Take photographs and videos of the significant activities, performances, messages, and participation during the event. - Prepare the narrative report, news article, photo documentation, and other required documentation after the activity.
3. Stage Decoration Committee	Chairperson: Avelina Trinidad Members: KNHS Personnel and STD 1 School Heads	- Design and install the stage backdrop, banners, cultural displays, and other decorations consistent with the Binnadang Festival and Indigenous Peoples Month theme. - Ensure that the stage is attractive, culturally appropriate, orderly, and safe for performers and guests.
4. Hall Preparation Committee and Tent Installation	Chairperson: Paul Palliso Members: All Male Division Personnel from the three functional divisions	- Arrange the venue, chairs, tables, registration area, reserved seats, activity materials, and other physical facilities needed for the program. - Maintain the cleanliness, orderliness, accessibility, and



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		readiness of the hall before, during, and after the activity.
5. Sounds, Lights and Technical Committee	Chairperson: Allan Dumalsin Members: James Ceasar A. Dayao Russendyl Guilay All Male ALS Teachers	- Set up, test, and operate the sound system, microphones, lighting equipment, projectors, computers, and other technical facilities. - Provide immediate technical assistance and implement contingency measures in case of equipment failure or other technical problems.
6. Thanksgiving Mass	Chairperson: Danilo D. Daluping Members: Ceasar Ranjo Lewis Johnson Balunggay Arjay Gulod Emily B. Langkit Karen W. Tabanganay Maribel Bravo Romeo Agagon Dorothy S. Asingal	- Coordinate with the assigned priest, church, or religious minister regarding the schedule, liturgical requirements, program flow, readers, choir, offertory, and other arrangements. - Prepare the venue and ensure the orderly participation of attendees while observing the appropriate religious and institutional protocols.
7. Usherettes	Chairperson: Josefina B. Balisong Members: Lovely L. Mukay Health Section Ladies	- Welcome and assist guests, participants, performers, and other attendees in locating their assigned seats and activity areas. - Guide the orderly movement of participants and assist with the entrance, program proper, awarding, and exit.
8. Registration of Participants	Chairperson: Harriet C. Buslig Members: HRMO and Accounting and Ladies	- Prepare the registration forms, attendance sheets, name tags, identification materials, and other registration supplies. - Record and validate the attendance of participants, guests, and stakeholders, and submit the consolidated attendance report after the activity
9. Aftercare Committee	Chairperson: James Ceasar Dayao Members: All Male SDO Personnel	- Oversee the orderly clearing, cleaning, and restoration of the venue, including the proper collection and return of equipment, materials, decorations, and other borrowed resources.



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	All Male Teachers	
10. Food Service Assistance	Chairperson: Welda P. Buslig Members: SGOD Ladies and CID Ladies	- Assist in preparing, organizing, and distributing food and refreshments to guests and other participants in an orderly and timely manner. - Observe proper food handling, sanitation, cleanliness, and waste-disposal practices before, during, and after the activity.
11. Monitoring and Evaluation Committee	Chairperson: Kenneth A. Atiwag Members: Vincent Martinez Efren Y. Danag	- Monitor the implementation of the activity, including attendance, adherence to the program flow, participation of stakeholders, and the delivery of assigned committee functions. - Prepare and administer evaluation tools, consolidate the results, and provide recommendations for improving future Binnadang Festival, Indigenous Peoples Month, and Teachers' Month activities.