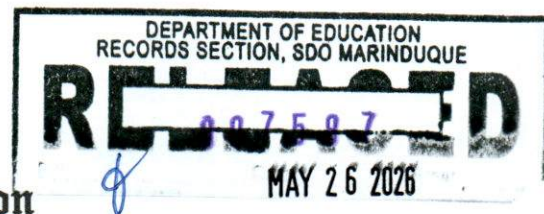




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

MEMORANDUM
SGOD-2026-100

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **DIVISION MEDIA CONFERENCE 2026**

DATE: May 25, 2026

1. The Schools Division of Marinduque, through the School Governance and Operations Division – *Social Mobilization and Networking* Section, under Program Creating Tomorrow's Schools Today: SGOD 360° and Project *Kaalam*, shall conduct a media conference on June 3, 2026 at 9:00 o'clock until 11:00 o'clock in the morning at the SDO Marinduque Conference Hall, SDO Building, Malusak, Boac, Marinduque. It shall be streamlined via the Marinduque News Network and cross-posted at the DepEd Marinduque Facebook Page.
2. This activity aims to provide avenue for public dissemination of recent and continuing education reforms and developments; implementation status of various programs, projects, activities; and issues that concern delivery of basic education vis-à-vis steps being taken to address relative concerns.
3. Participants in this activity are the members of the executive management committee, Education Program Supervisors, Senior Education Program Specialists, Division Information Officer and alternates, and local media partners.
4. To discuss the preparation for the said activity, a consultative meeting shall be held on May 28, 2026 at 9:00 o'clock in the morning at the SGOD Office. This shall be participated in by the committee members found in Enclosure 1.
5. Wide and immediate dissemination of the contents of this Memorandum is desired.

/SGOD-SM&N-MMM



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

EXECUTIVE AND WORKING COMMITTEES

Division Media Conference 2026

EXECUTIVE COMMITTEE

DR. LYNN G. MENDOZA

OIC, Schools Division Superintendent

DR. MABEL F. MUSA, CESO VI

Assistant Schools Division Superintendent

MAITA M. LAZARES

Chief Education Supervisor, SGOD

JOHN M. CHAVEZ

Chief Education Supervisor, CID

MAY BERNADETH O. DE LA ROSA

Administrative Officer V

WORKING COMMITTEES

COMMITTEE/ TEAM	Chairperson	Member/s	Terms of Reference
Planning and Overall Coordination	Melanie M. Mendoza, DEM (DIO)	Kyle David V. Atienza (ADIO) Joseph Arnold L. Almonte (ADIO)	<ul style="list-style-type: none"> - drafts and submits the activity proposal and memorandum for approval of the SDS; - finalizes the activity matrix and communicates the same to all the teams; - acts on concerns and directs such to the executive committee for resolution if needed; - directs the flow of the activity; - performs needed correspondence with stakeholders and invited media partners; and - prepares textual contents of for the program, invitation and certificates.
Technical	Engr. David M. Zoleta, Jr.	Kelvin J. Labaguis	<ul style="list-style-type: none"> - makes sure that all technical needs are provided for the smooth flow of the event; - ensures that the sound system including microphones, projectors, wide screen and VTRs/AVPs to be used work in proper order and are functional;



			- assists in the preparation of AVPs, if any;
Program Invitation and Certificates	Bernadith R. Lacerna	Glaiza T. Palatino	- designs and prints program invitations and certificates; - takes charge of the distribution of invitations before the event; and - distributes certificates to the guests
Documentation, Monitoring and Evaluation	Mayda N. Lagran	Charmain J. Mogol Joseph Arnold L. Almonte	- records the proceedings including photographs and videos; compiles all the documentation relative to the activity; - documents (recordings and jotting down notes), organizes, and submits the narrative report with photos to the Executive Committee for approval and record – keeping
Physical Arrangement and Decoration	Engr. Arnold M. Moreno	Edgar H. Loto Julius Christian M. Llanes	- prepares design for the venue - informs the program owner of the materials to be used - prepares the venue according to the design and layout, - takes charge in the logistical requirement of the materials to be used
Food and Refreshment	Ruby M. Tan	Marie Laurence J. Luarca	- ensures that food and refreshment are available - facilitates orderly serving of food
Health and Emergency Management	Dr. Rica Mai O. Larga	Ma. Concordia M. Eborra Jarence S. Narito Perry N. Jardiniano	- attends to emergency concerns

Enclosure 2

ACTIVITY MATRIX
Division Media Conference 2026

Time	Activity	Personnel Involved
9:0 – 9:15	National Anthem Invocation DepEd Quality Policy Statement SDO Marinduque Hymn	AVR
9:16 – 9:20	Acknowledgement of Participants and Guests	MAYDA N. LAGRAN Education Program Specialist II SM&NS
9:21 – 9:30	Statement of Purpose	MELANIE M. MENDOZA Senior Education Program Specialist SM&NS Division Information Officer
9:31 – 9:35	Welcome Remarks	Dr. MABEL F. MUSA, CESO VI Asst. Schools Division Superintendent
9:36 – 9:40	Message	Dr. LYNN G. MENDOZA OIC, Schools Division Superintendent
9:41 – 10:45	Conference Proper Question and Answer Session	Resource people: Dr. Lynn G. Mendoza OIC, Schools Division Superintendent Dr. Mabel F. Musa CESO VI Asst. Schools Division Superintendent John M. Chavez Chief Education Supervisor, CID Maita M. Lazares Chief Education Supervisor, SGOD
10:46 – 10:51	Closing Remarks	Maita M. Lazares Chief Education Supervisor, SGOD
FATIMA M. VILLANUEVA PDO I Youth Formation and Development Emcee		



Address: T. Roque St., Malusak, Boac, Marinduque
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>