



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**

Name: 1-01154  
Signature: [Signature]  
Date: FEB 26 2025

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2025-008

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
SDO Unit and Section Heads  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

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

SUBJECT: **NATIONAL WOMEN'S MONTH CELEBRATION 2025**

DATE: February 26, 2025

1. Congruent with the Philippine Commission on Women Memorandum Circular 2025-01, this Office through the School Governance and Operations Division – Social Mobilization and Networking Section highlights the guidelines in conducting month-long NWM-related activities. This year's sub-theme is dubbed "**Babae sa Lahat ng Sektor, Aangat ang Bukas sa Bagong Pilipinas**".
2. This celebration aims to:
  - a. provide opportunity for personnel - both men and women to embody the ideals of an inclusive society where gender equality and women empowerment play a vital role;
  - b. pay tribute to women and girl children through relevant activities that shall raise appreciation and recognition of women's contributions, roles, rights, and opportunities.
3. To commence the said celebration, a Kick-off activity shall be led by the Schools Division Office on March 3, 2025, from nine o'clock to eleven o'clock in the morning at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
4. Participants in the kick-off activity are all SDO - based Personnel. Schools are also encouraged to lead their own kick-off and month-long celebrations. They may opt to adopt the activities contained in this Memorandum. Should assistance be needed, they may contact SGOD-Social Mobilization and Networking Section.

/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>

5. All SDO-based personnel are encouraged to participate in all the related activities that will be implemented, as applicable.
6. All collaterals and printables can be accessed through the link <https://tinyurl.com/NWMMdq2025>.
7. The following are attached as Enclosures:
  - Enclosure 1 Schedule of and Suggested Activities – NWM Celebration
  - Enclosure 2 Guidelines in Best Solid Waste Management Implementation
  - Enclosure 3 Activity Matrix – Kick-off Activity
  - Enclosure 4 Activity Matrix – Forum and Recognition of Best Waste Management Implementers
8. Wide and immediate dissemination of the contents of this Memorandum is desired.

**Schedule of and Suggested Activities  
2025 National Women's Month Celebration**

<b>Date</b>	<b>Activity</b>	<b>Description/what to do</b>	<b>Participants/ Personnel Concerned</b>	<b>Personnel In-Charge</b>
All Wednesdays of March	Wearing of purple garments	To advocate NWM, all personnel shall wear purple garments such as but not limited to blouses, polo, shirts, scarf and the like	All SDO personnel, teaching and non-personnel	
All days of March	Display of any purple element in the office and school premises	To display (whichever is available) any element such as but not limited to flags, banners, wall decoration, curtain, tablecloth/runner, seat cover	SDO Offices and Schools	
All Mondays of March during flag-raising ceremony	Use of the All Women Cast Lupang Hinirang National Anthem and GAD prayer	To advocate NWMC, the personnel in-charge of flag-raising shall use the NWC suggested rendition of Lupang Hinirang. Saying of GAD Prayer	All Schools and School Division Offices	Unit In-Charge of the Flag-raising ceremony
	Advocacy and information - sharing for NWM	<ul style="list-style-type: none"> <li>• All teaching and non-teaching personnel are encouraged to temporarily change their social media account profile background at least for the entire month of March using the WNM social media poster, profile frame through the link <a href="https://www.twibbonize.com/nwmc2025">https://www.twibbonize.com/nwmc2025</a></li> <li>• Include information - sharing such as but not limited to current news on the role of women, women's achievement and exemplary contribution to the society. Fact sheets shall be shared through SDO Marinduque official FB Group Chats for adoption</li> <li>• Display of NWM banner/tarpaulin in the office/school façade.</li> </ul>	All SDO personnel	SGOD SocMob Section

/SGOD-SM&amp;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>

March 3, 2025 Monday At 9 o'clock in the morning	Kick-Off	This marks the start of the celebration. The Unit/section assigned on shall include NWMC – related activities in the flag-raising ceremony. Topics comprise: a. reading of the Background and Policy Mandates of the NWM celebration;	All Schools and School Division Offices	SGOD SocMob Section
		b. sharing of theme and objectives of the year's NWMC; c. the NWMC timeline of activities; and timetable of the month – long celebration – related activities		
		d. Orientation on Women Empowerment – Solid Waste Management in the Workplace		
March 21, 2025 9:00 AM-12:00 PM	Serbisyo Para kay Juana at Juanita	Paying tribute to women personnel of SDO through medical and/or relaxation activities as well as their girl children		SGOD SocMob Section
March 31, 2025 9:00 – 11:00 AM	<ul style="list-style-type: none"> <li>• Division Symposium on “Prejudice” and awarding of Best Solid Waste Management Implementers and Managers</li> <li>• Announcement and awarding of Best Solid Waste Management implementers</li> </ul>	<ul style="list-style-type: none"> <li>• Symposium shall focus on different prejudices being experienced by women and how to combat such</li> <li>• The identified Solid Waste Management Implementing Office/s and Star/s shall be recognized</li> </ul>	School Division Office personnel	SGOD, SocMob Section; IT Section

/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>

Annex 2

**Guidelines for the Best Solid Waste Management Implementation**  
Best Solid Waste Management Implementing Office and Star Implementer

General Guideline:

1. This recognition is open to all offices on a per room basis scheduled as:

Office Number	Office Name
1	Supply Office
2	Cashier's Office
3	HR Office
4	IT Office
5	CID Main and extension
6	Budget Office
7	Legal Office
8	Accounting Office
9	Auditor's Office
10	ASDS Office
11	Health and Nutrition Office
12	Superintendent's Office
13	Records Office

2. Each Office shall nominate a **Female** Solid Waste Management Star who shall spearhead the implementation of the project. The Office head shall nominate the name of the Office's Star.
3. The Star of the Best Implementing Office shall also be recognized as Best Implementer.
4. There shall be a total of six (6) unannounced visits to the offices during the entire month of March to check compliance with the segregation of solid wastes measures for which are picked from the Orientation conducted.

/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>

**ACTIVITY MATRIX**  
**Kick – Off Activity**  
National Women’s Month  
March 3, 2025

<b>Time</b>	<b>Activity</b>	<b>Personnel In-Charge</b>
<b>March 3, 2025</b>		
9:00 – 9:15	Preliminaries Prayer before an activity Energizer	<b>ITO</b>
9:15-9:20	Welcome Message	<b>MA. CECILIA S. MANAY</b> Chief Education Supervisor, SGOD Division GFPS Member
9:21-9:30	Inspirational Message	<b>DR. LYNN G. MENDOZA</b> OIC, Schools Division Superintendent GFPS Head
9:31 – 9:45	Information - sharing a. HERStory: How did it start? b. theme and objectives of the year’s NWMC through c. the NWMC suggested activities	<b>MELANIE M. MENDOZA</b> Senior Education Program Specialist SM&N
9:46 – 10:45	Women Empowerment – Solid Waste Management in the Workplace a. Solid Wastes, what are they? b. Solid Waste Management b.1 Solid waste identification b.2 Solid waste segregation	<b>MELANIE M. MENDOZA</b> Senior Education Program Specialist SM&N
10:50-11:00	Closing Remarks	<b>MAITA M. LAZARES</b> Education Program Supervisor, SGOD FGPS – TWG Member
<b>REY R. RAYMUNDO</b> Education Program Specialist II - SMME Host		

/SGOD-SM&amp;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>

**ACTIVITY MATRIX**  
**FORUM AND RECOGNITION OF BEST WASTE MANAGEMENT IMPLEMENTERS**  
National Women's Month  
March 31, 2025

Time	Activity	Resource Person/ Personnel In-Charge
<b>Morning Session</b>		
8:30 – 8:45	Preliminaries	VTR
8:46 – 8:51	Welcome Message	<b>MA. CECILIA S. MANAY</b> Chief Education Supervisor, SGOD GFPS – TWG Member
8:52 – 9:00	Inspirational Message	<b>Dr. LYNN G. MENDOZA</b> OIC, Schools Division Superintendent GFPS Head
<b>Part 1</b>		
9:01 – 9:05	Introduction of the Resource Speaker	
9:05 – 10:00	Gender Prejudice	<b>MELANIE M. MENDOZA</b> SEPS, SM&N
9:40 – 10:00	Open Forum	<b>KYLE DAVID V. ATIENZA</b> SEPS, HRDS
<b>Part 2</b>		
10:01 – 10:30	Announcement and Awarding of Best Solid Waste Management Implementer	<b>KYLE DAVID V. ATIENZA</b> SEPS, HRDS To hand over certificates and tokens  <b>Dr. LYNN G. MENDOZA</b> OIC, Schools Division Superintendent  <b>Dr. MABEL F. MUSA</b> Asst. Schools Division Superintendent
10:31 – 10:40	Closing Remarks	<b>MAITA M. LAZARES</b> Education Program Supervisor, SGOD GFPS – TWG Member
<b>REY R. RAYMUNDO</b> Education Program Specialist II - SMME (Host)		