



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF LANAO DEL NORTE

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DIVISIONAL MEMORANDUM
No. 740 s. 2025

27 November 2025

2025 STAKEHOLDERS' APPRECIATION CEREMONY

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Schools District Supervisors (PSDS)
Public Elementary and Secondary School Heads
All Others Concerned

1. To recognize the valuable support of our partners and stakeholders, the DepEd Division of Lanao del Norte will conduct the “2025 Stakeholders Appreciation Ceremony” on **December 9, 2025, 9:00am** at the **KBIC Dormitel Events and Place**, Purok 1, Kolambungan, Lanao del Norte
2. Since the ceremony will be attended by recognized partners and stakeholders from both public and private sectors, all Division top level management personnel are hereby directed to participate in the activity.
3. All PSDS are likewise advised to facilitate the invitation of their respective Municipal Mayors to be present and formally recognized during the ceremony.
4. See Enclosure 1 for the list of the working committee.
5. For inquiries and further details, you may contact **Ms. Rasmila M. Cosain at 0916-376-0845.**
6. Immediate dissemination of this Memorandum is hereby directed.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

Enclosures: as stated

Reference:

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

Stakeholder's Appreciation

RE: 2025 Stakeholder's Appreciation

SGOD Socmob/DDL



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Enclosure No. 1: Working Committee on 2025 Stakeholders' Appreciation Ceremony

Committee	Responsible Person	Task/Responsibilities
Over All Head of TWG	Maria Carmela T. Ablin- Chief, Education Supervisor SGOD	<ul style="list-style-type: none"> ► To oversee the entire activity
Overall Focal Person Stakeholders' Forum and Awarding	Rasmila M. Cosain- Senior Education Program Specialist-Social Mobilization & Networking	<ul style="list-style-type: none"> ► To oversee the entire flow of the activity ► Prepares all the documents needed -Program -Division Memorandum -Proposal ► Links with the partners and stakeholders for sponsorship ► Invitation of all partners ► Drafts letters and sends invitation to the guest thru emails
Coordination	Daniel L. de Luna	<ul style="list-style-type: none"> ► Closely coordinate with Ms. Cosain ► Follow up the confirmation of attendance of all invited guests Printing of programs and invitation sends invitation to the guest thru emails
Program Distribution and Invitation	Chair: Arlene D. Manginsay Member: Eunice Fragnani	<ul style="list-style-type: none"> ► Distributes program and invitation to the invited guests ► Provides the list of person who received the program and





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		invitation and submit it to Ms. Cossain
Awards	Chair: Jennifer Intong Members: Ivy T. Jumawan Jovanny M. Pangasian	<ul style="list-style-type: none"> ► Prepares the certificate of appearance and participation ► Check all the awards and certificates if there is lacking ► Ensures that all plaques are complete ► Coordinates with ICT to flash all the names of the awardees during the ceremony ► Brings laptop and printer and certificate paper.
Plaque	Dimple Cabasis	<ul style="list-style-type: none"> ► Process procurement of plaques and check the quality and completeness during the awarding ceremony
Audio/Video	ICT Personnel,	<ul style="list-style-type: none"> ► Takes charge of the sound system PowerPoint presentation of the awardees (pictures) ► Checks the availability of sound system, LED TV, microphones
Accommodation/ Reception	Chair: Engr. Norjanah Macasimpan Members: Engr. Amenodin Hadji Amer Engr. Rhea Dingal	<ul style="list-style-type: none"> ► Welcomes guests ► Ushers participants and guides them to their assigned seats. ► Putting of leis to guests and VIPs ► Labelling of guests' table
Stage Decoration	Chair: Orlando T. Bagsican Members: Engenia A. Cruz	<ul style="list-style-type: none"> ► Provides Maranao inspired decoration ► Coordinates on the stage decoration





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	Ethel S. Sarabia Domixander Rebleza Elena Kilat	during opening and closing program <ul style="list-style-type: none"> ▶ Work closely with the sound system in-charge ➤ Provides leigh
Documentation	Chair: Bridget Abalorio DepEd TV Personnel	<ul style="list-style-type: none"> ▶ Documents the whole activity and submits narrative report ▶ Takes pictures and submit it Ma'am Rasmila Cosain ▶ Submits Videos of the whole event
Registration/Secretariat	Chair: Lorraine Baclayon Member: Monchilou Jerusalem	<ul style="list-style-type: none"> ▶ Take charge in the attendance and giving of certificate of appearance to participants
Food	Chair: Joandale Villajos Member: Windah Palahang	<ul style="list-style-type: none"> ▶ Check and facilitate timely food service ▶ Facilitate the distribution of meals and snacks ▶ Ensures that each guest has his own seat and table ▶ Coordinates closely with the caterer
Hosting	Jovanny Pangasian	<ul style="list-style-type: none"> ▶ Emcee and in charge from the opening until the closing program. ▶ Facilitates the welcoming and acknowledging the guests upon arrival ▶ Work in coordination with the awards committee for the sequence of stakeholders award





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Feedback	Ivy Jumawan	Prints the feedback forms Distributes to the participants Consolidates and submit reports
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