



Republic of the Philippines  
**Department of Education**  
Region 1

**SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)**

APR 02 2025

**DIVISION MEMORANDUM**

No.: 198 s. 2025

TO Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Education Program Supervisors  
All Public and Private Elementary & Secondary School Heads  
DMMMSU Basic Education Department Head  
All Others Concerned

FROM **SHEILA MARIE A. PRIMICIAS**  
Schools Division Superintendent

SUBJECT **WOMENS' MONTH CULMINATING PROGRAM, LAUNCHING OF PROJECT SAGIP, BANTAY PAARALAN LIGTAS KABATAAN PROGRAM AND THE STATE OF THE DIVISION ADDRESS (SODA) OF THE SCHOOLS DIVISION SUPERINTENDENT**

DATE April 1, 2025

**Particulars**

1. The SDO issues this memorandum to inform all concerned stakeholders on the significant events to be held on **April 4, 2025**, at the **La Union Convention Center, Sevilla, City of San Fernando, La Union** from **6:30AM to 4:30PM**. The events will cover the four major programs:
  - **Women's Month Culminating Program:** This event will celebrate and recognize the invaluable contributions of women in the field of education and society, advocating for gender equality and women's empowerment.
  - **Launching of Project SAGIP:** This project is aimed at prioritizing the welfare and mental health of students, ensuring they receive necessary support and interventions.
  - **Launching of Bantay Paaralan Ligtas Kabataan Program:** A school safety initiative focusing on ensuring the protection and security of students within school premises.
  - **State of the Division Address (SODA) by the Schools Division Superintendent:** The Schools Division Superintendent, Sheila Marie A. Primicias, will deliver a comprehensive report on the division's accomplishments, current status, achievements, challenges, and future plans to further improve the quality of education in the division

2. The following is the Program of Activities.

<b>TIME</b>	<b>ACTIVITIES</b>
<b>PART I</b>	
6:30-7:00	Motorcade Assembly Area: Baywalk, San Fernando City, LU Assembly Time: 6:30-6:45
<b>PART II</b>	
7:15-7:30	Registration
7:30-8:00	Pictorials by School
8:00-9:00	Thanksgiving Mass
<b>PART III</b>	
9:00-10:30	STATE OF THE DIVISION ADDRESS (SODA)
10:45-12:00	LAUNCHING OF PROJECT SAGIP
1:00-2:00	LAUNCHING OF BANTAY PAARALAN: LIGTAS KABATAAN AND CULMINATION ACTIVITY FOR WOMEN'S MONTH CELEBRATION
2:00-3:30	Socialization/Presentation of Performances
3:30-4:30	Awarding Ceremony Closing Dance

3. The following are the designated committees for the program:

**STEERING COMMITTEE**

Chairperson: Dr. Sheila Marie A. Primicias  
 Co-Chairperson: Dr. Nestor C. Heraña  
 Members: Dr. Edgardo P. Cosares  
 Dr. Jose Mari P. Almeida  
 Ms. Aprillyn B. Carbonell

**OTHER COMMITTEES:**

<b>ACTIVITIES/COMMITTEES</b>	<b>COMMITTEE FOCALS</b>
Motorcade	Mr. Ray Anton L. Rimas District Lead Principals
Registration	Mr. Benjamin Galvez HR Staff School Heads
Pictorials	Mr. Jun Howard I. Rioveros & Tech Team
Thanksgiving Mass	Curriculum Implementation Division
SODA	Ms. Cristeta L. Ramolete
PROJECT SAGIP	Ms. Arlyn A. Siador
WOMEN'S Month Culminating Activity	Ms. Laila L. Datuin
Socialization	All School Heads and SDO Focals

Awarding Ceremony	Ms. Nazka R. Sosmeña, Ms. Jovie G. Ragon, Dr. Edmund A. Cabusora
Programs and Invitations	Curriculum Implementation Division
Stage Decorations	San Fernando South Central IS
Physical Arrangement (Chairs, tables)	Mr. Randolph Villanueva with the SDO-General Services Office
Accommodation	Ms. Marife Arca, Ms. Myla Mapanao, Ms. Sheree Graycochea
Safety and Wellness	SHNU, DRRM in coordination with PNP, PDRRM
Documentation	Dr. Sheila Marie Bugayong, Ms. Cristeta Ramolete, Mr. Jun Howard Rioveros and the TechTeam
Attendance & Discipline	School Heads
Usherettes	Education Program Supervisors
Lei	OSDS- Accounting and Budget
Materials	Mr. Romulo Dyquiango and Supply Office
Aftercare	All Schools, GSO, Supply Office
Masters of Ceremony	AM: Arlyn A. Siador & Raymund I. Marzan PM: Cristeta L. Ramolete & Laila L. Datuin

4. All teachers and concerned personnel are requested to attend the event and ensure the participation in each of the activities outlined.
5. Classes on April 4, 2025, will follow the Alternative Delivery Mode (ADM)/ Modular Distance Learning format. Teachers are expected to provide learners with worksheets, activities, and review materials to compensate for the missed in-person class day.
6. Division Heads in the SDO must assign appropriate personnel to ensure that office operations continue smoothly without disruption due to the attendance of SDO staff at the event.
7. Attached to this memorandum is the **Information Bulletin No. 1 relative to the details on the flow of the program.**
8. For your information, guidance, and compliance.

  
**SHEILA MARIE A. PRIMICIAS**  
 Schools Division Superintendent



Republic of the Philippines

## Department of Education

Region I

SCHOOLS DIVISION OF CITY OF SAN FERNANDO (LA UNION)

### INFORMATION BULLETIN NO. 1

## FLOW OF PROGRAM FOR THE SODA, LAUNCHING OF PROJECT SAGIP, BANTAY PAARALAN: LIGTAS KABATAAN & CULMINATING ACTIVITY FOR WOMENS' MONTH CELEBRATION

April 4, 2025, La Union Convention Center

TIME	ACTIVITIES	What to Do?	Focal Person/s
Assembly time: 6:30-6:45	MOTORCADE	1. All participants should be at the Baywalk (Assembly Area) before 6:30 in the morning of April 4, 2025.	1. Dr. Jose Mari P. Almeida with
Start of Motorcade 6:45AM		2. Teaching and non-teaching personnel shall use their own car with tarpaulin or tarpapel. Size: 2x3 <b>Order of Motorcade</b>	Mr. Ray Anton Rimas Focal Heads District 1 – Arlyn Bambico District 2- Myla Ducusin District 3: Brenda Sabado LUNHS- Melinda S. Verzosa
		<ul style="list-style-type: none"> <li>• PNP</li> <li>• LGU</li> <li>• DepEd Officials</li> <li>• District 1</li> <li>• District 2</li> <li>• District 3</li> <li>• LUNHS</li> </ul> 3. Participants should bring their own templated flaglets. 4. Access all materials (tarpaulin, flaglets, program) from this drive: <a href="https://tinyurl.com/SODA-SAGIP-">https://tinyurl.com/SODA-SAGIP-</a> <b>Materials</b>	<i>Note: Focal heads shall make sure the proper order of the motorcade.</i>

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7:15-7:30	Registration	<p>1. Participants are expected to be at the venue before 7:15 in the morning wearing the suggested T-shirt.</p> <p>2. All participants are required to pre-register using the template from this drive: <a href="https://tinyurl.com/SODA-SAGIP">https://tinyurl.com/SODA-SAGIP</a>.</p> <p><b>Materials</b></p> <p>3. School Heads shall submit the accomplished registration form to Mr. Benjamin Galvez on or before 7:30AM.</p>	<p>1. School Heads</p> <p>2. Mr. Benjamin Galvez</p> <p>3. HR Staff</p>
7:30-8:00	Pictorials by School	<p>1. Once the registration forms submitted, each school shall proceed to the assigned photo booth for pictorial purposes. This will serve as MOV of attendance.</p> <p>2. School Heads shall lead their teachers/personnel.</p> <p>3. After pictorials, everyone shall be seated at their designated area.</p>	<p>1. TechTeam- Sir Jun Howard Rioveros</p> <p>2. School Heads</p>
8:00-9:00	Thanksgiving Mass	<p>1. Solemnity of the mass should be strictly observed by everybody.</p> <p>2. All mobile phones are required to be on a silent mode during the entire duration of the program.</p>	<p>Dr. Edgar P. Cosares &amp; CID</p>
9:00-10:30	State of the Division Address (SODA)	<p>1. Everyone is required to observe silence during the entire delivery of the SODA and to refrain from frequent standing and moving out from the venue.</p> <p>2. All mobile phones should be set to silent mode so as not to interfere with the sound system.</p>	<p>Ushernettes (CID-EPSSs)</p>
10:30-10:45	Health Break	<p>1. School Heads should assign a Faculty Officer/s in the distribution of snacks.</p> <p>2. CR breaks should also be done during this time or during the waiting time for pictorials.</p> <p>3. CLAYGO should be observe at all times.</p> <p>4. Schools shall bring their own trash bags and be in charge of the disposal after the program.</p>	<p>School Heads</p> <p>Faculty Officers</p>

10:45-12:00	Launching of Project SAGIP	<p>1. All participants are required to be in their proper places before the start of the launching.</p> <p>2. Flaglets shall be used upon signal of the hosts.</p> <p>3. Five LUNHS MAPEH teachers shall lead the SAGIP jingle. The jingle can be accessed from <a href="https://tinyurl.com/SODA-SAGIP">https://tinyurl.com/SODA-SAGIP</a>.</p> <p><b>Materials</b></p> <p>4. All are required to participate in the activities such as on the waiving of flaglets and performing the Jingle dance.</p>	Arlyn A. Siador
12:00-1:00	LUNCH Break	<p>1. School Heads should assign a Faculty Officer/s in the distribution of meals.</p> <p>2. CR breaks should also be done during this time or during the waiting time for pictorials.</p> <p>3. CLAYGO should be observe at all times.</p> <p>4. Schools shall bring their own trash bags and be in charge of the disposal after the program.</p>	School Heads Faculty Officers
1:00-2:00PM	<p><b>Launching of Bantay Paaralan: Ligtas Kabataan and Culmination Activity for Women's Month Celebration</b></p>	<p>1. Everyone is required to observe silence during the entire program and to refrain from frequent standing and moving out from the venue.</p> <p>2. All mobile phones should be set to silent mode so as not to interfere with the sound system.</p>	Arlyn A. Siador Laila L. Datuin
2:00-3:30PM	Socialization/Presentation of Performances	<p>1. Each participating group shall present a performance (refer to the guidelines used during the Educators' Night performances).</p> <p>2. The following order of the performances shall be observed: APS, District 1, District 2, District 3, DMMMSU, LUNHS, SDO. <i>Note: School Heads should be part of the presentation.</i></p>	School Heads

Nazka R. Sosmeña, Edmund A. Cabusora, Jovie G. Ragon

Awarding Ceremony  
Closing Dance

3. To facilitate a smoother flow of the presentation, music should be submitted during the lunch break to Mr. Jun Howard Rioveros, in-charge of the sound system.
4. All props used should be cleared after each performance.
5. For the Awarding Ceremony, all awardees shall observe the proper Entrance and Exit in the stage as per instructions of the floor director/s.
6. After the awarding, awardees may proceed to the PhotoBooth beside the stage for picture taking/documentation purposes.
7. School Heads shall lead in the cleanliness of their designated areas.