



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

15 Dec 2025

DIVISION MEMORANDUM
SGOD-2025-269

**YEAR-END PROGRAM REVIEW AND TEAM BUILDING ACTIVITY FOR
MAITUM1 SCHOOL HEADS**

To: Public Elementary and Secondary School heads
All Other Concerned

1. In line with our commitment to fostering collaboration and recognizing the efforts of our school leaders, a **Year-end Program Review and Team Building Activity for Maitum 1 School Heads** will be conducted as a culminating activity for the calendar year to be held on December 29-30, 2025 at Villa Emmanuel, New La Union, Maitum, Sarangani Province.
2. The activity aims to:
 - a. Review and celebrate the accomplishments of the school year.
 - b. Strengthen camaraderie and teamwork among school leaders.
 - c. Discuss plans and strategies for the upcoming year.
3. Enclosed is the program matrix, list of participants, program management team and budgetary requirements for easy reference.
4. Expenses incurred for this activity shall be charged against school MOOE or local funds subject to the usual accounting and auditing rules and regulations.
5. For inquiries, contact Eriel L. Napila at 0921-415-4289
6. Immediate dissemination of this Memorandum is desired.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: None
To be indicated in the Perpetual Index



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – year-end program review and team building activity for maitum1 school heads
1269/December 15, 2025



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Enclosure No.1

MATRIX OF ACTIVITIES

TIME	ACTIVITIES	FACILITATORS/ RESOURCE PERSON
Dec. 26,2025		
1:00-2:00	Arrival & Registration	Secretariat
2:00-4:00	Year-End Accomplishment Report and Sharing of Best Practices	Rex Bragado
4:00-4:15	Health Break	
4:15-5:00	Open Forum for innovative strategies	Sepher Pagaray
5:00-6:00	Preparation for The Evening Activity	
6:00-7:00	Dinner	
7:00-8:30	Gratitude Circle Time	Ailen M. Valdez
8:30-10:00	Socialization	Joel Naval
Dec. 27, 2025		
6:00-6:30	Zumba	Richard Nixon Rayray
6:30-8:00	Breakfast and self-preparation	
8:00-10:00	Planning Session for Next Year	Shiegfrid G. Corpuz
10:00-10:15	Health Break	PMT
10:15-11:00	Team Building Activities	Jayson Mubesar
11:00-12:00	Closing Program	Marilou Matulac



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Enclosure No.2

LIST OF PARTICIPANTS

No	Name of Participants	Position	School/Station
MAITUM1			
1.	Richard Nixon Rayray	T-III	Angko ES
2.	Jason B. Mobesar	HT-I	Batian ES
3.	Ailen M. Valdez	T-III	Kiayap ES
4.	Marilou M. Matulac	T-II	Kipalkuda ES
5.	Joel N. Naval	T-III	Linao ES
6.	Rex S. Bragado	P-II	Maitum ES
7.	Eriel L. Napila	P-II	Malalag CES-SC
8.	Sepher E. Pagaray	P-I	Pangi ES
9.	Esmenia T. Cabanag	HT-II	Sison ES
10	Fenelia M. Cuaresma	P-I	VTG ES
11	Shiegfrid G. Corpuz	P-I	Wali IS
12	Suzette Lobunting	Nurse II	Maitum1

Program Management Team

Role	Name	Position
Proponent	Eriel L. Napila	P-2
Secretariat	Ailen M. Valdez Joel N. Naval	T-3
M and E	Fenelia M. Cuaresma	P-I
Technical Working Group		
Program Committee	Ailen M. Valdez Joel N. Naval	T-III T-III



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

Documentation	Esmenia T. Cabanag	HT-II
Finance	Marilou Matulac	T-II
Logistics	Sepher Pagaray Shiegfrid Corpuz	P-I P-I

Budgetary Requirements

Particulars	No. of Pax/unit	No. of days	Cost per pax/unit	Total Cost
Venue Rental inclusive of sound system, backdrop and room accommodation	12	1	1,500.00	18,000.00
Meals and snacks	12	1	500.00	6,000.00
Day 1-snacks & dinner				
Day 2-breakfast & snacks				
Total			2,000.00	24,000.00