



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

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**DIVISION MEMORANDUM**

No. 237, s.2025

**INNOVATE TO ELEVATE: Advancing Gender-Responsive Innovation  
for Inclusive Growth**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Section/Unit Heads  
All Others Concerned

1. **DepEd Order No. 28, s. 2017** provides that the Department of Education supports capacity-building activities that enhance the knowledge, skills, and overall effectiveness of both teaching and non-teaching personnel. The order highlights the importance of continuous learning in the delivery of quality, inclusive, and gender-responsive basic education services.
2. Anent this, the Schools Division Office shall conduct a capacity building activity titled **“INNOVATE TO ELEVATE: Advancing Gender-Responsive Innovation for Inclusive Growth”** on **May 2-4, 2025** at **Mabuhay Temple, P. Ocampo St., Malate, Manila and Puntabelle Nature’s Resort and Farm Adventure, Mabiga, Hermosa, Bataan.**
3. This capacity building activity aims to:
  - a. Foster creativity and innovation among non-teaching personnel by enhancing their understanding of essential skills and tools for addressing workplace challenges through inclusive and gender-responsive approaches.
  - b. Empower participants with knowledge and strategies for collaborative decision-making and effective resource management, grounded in equity and inclusivity.
  - c. Introduce transformative leadership models that emphasize participatory decision-making, motivational strategies, and inclusive management practices.
  - d. Strengthen alignment with organizational goals and objectives by nurturing a culture of innovation, responsiveness to gender perspectives, and shared accountability for inclusive growth.
4. Participants to the activity are all SDO Proper Personnel.
5. All concerned personnel are advised that the call time on May 1, 2025, is scheduled at 8:00 p.m., with departure promptly at 9:00 p.m. The return travel to Vigan City shall commence on May 4, 2025, at 11:00 a.m. All participants are expected to strictly observe the stated schedule.

6. Since the activity falls on the weekend, compensatory time off will be given in accordance with CSC and DBM Joint Circular No. 2, s. 2004 titled "Non-monetary Renumeration for Overtime Services Rendered".
7. Enclosed are the following:
  - a. Reminders (*Enclosure 1*)
  - b. Program of Activities (*Enclosure 2*)
  - c. Room Assignments (*Enclosure 3*)
  - d. Vehicle Assignment List (*Enclosure 4*)
8. This serves as Authority to Travel of all the participants of the activity.
9. Immediate dissemination of this Memorandum is desired.

**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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Enclosure 1, Division Memorandum 237, s. 2025

**REMINDERS**

1. All participants should be in the Division Office on May 1, 2025 at 8:00 PM with departure at 9:00 PM, while travel back to Vigan City will be on May 4, 2025, at 11:00 AM.
2. Bring packed breakfast and snacks for May 2, 2025.
3. All participants are requested to dress appropriately during the mass at Minor Basilica and National Shrine of Jesus Nazareno, Plaza Miranda, Quiapo, Manila and at the Mabuhay Temple, P. Ocampo St., Malate, Manila. Sleeveless tops, shorts, mini-skirts, ripped jeans, and flashy or overly casual outfits are not appropriate. Slippers are not allowed; please wear closed or proper footwear. Let us observe proper reverence and show respect for the holiness of these places of worship.
4. Prepare light baggage only for ease of travel and convenience.
5. Bring a tumbler to ensure proper hydration throughout the entire duration of the trip. Also, bring an umbrella for protection against sun and rain.
6. Participants with existing medical conditions are required to bring their prescribed medications and ensure they have an adequate supply for the duration of the activity.
7. For indoor and outdoor activities, participants are required to wear cotton shirts, leggings for girls, shorts for boys, and rubber shoes. Proper swimming attire must be worn during water activities.



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Enclosure 2, Division Memorandum 237, s. 2025

**PROGRAM OF ACTIVITIES**

- I. Title of Activity: **INNOVATE TO ELEVATE: Advancing Gender-Responsive Innovation for Inclusive Growth**
- II. Date of Implementation: **May 1-4, 2025**
- III. Venue: **Mabuhay Temple, P. Ocampo St., Malate, Manila and Puntabelle Nature's Resort and Farm Adventure, Mabiga, Hermosa, Bataan**
- IV. Program Matrix:

Date	Time	Activities	Person Responsible
May 1, 2025 (DAY 0)	8:00 pm	Call time Assembly Area: SDO Vigan City Parking Lot	
	9:00 pm	Departure from SDO Vigan City	
May 2, 2025 (DAY 1)	3:00 - 4:30 am	Stop Over at NLEX (Freshen-up and Packed Breakfast)	
	4:30 - 6:00 am	Travel to Minor Basilica and National Shrine of Jesus Nazareno, Plaza Miranda, Quiapo, Manila	
	6:00 am	Attend the First Friday Mass at Minor Basilica and National Shrine of Jesus Nazareno	
	8:30 am	Expected time of arrival at Mabuhay Temple	Participants
	8:35 am - 10:00 am	Temple Tour and Meditation Session	
	10:00 am - 11:30 am	Three Acts of Goodness session with film of Venerable Master	
	11:35 am - 1:00 pm	LUNCH (c/o Mabuhay Temple)	
	1:00 pm	Temple Tour	
	2:00 PM	Departure from Mabuhay Temple	Participants
	6:00 - 7:00 pm	Expected time of arrival at Puntabelle Nature's Resort and Farm Adventure (Dinner along the way)	Participants
	8:00 pm	Yoga Session	
	11:00 pm	Curfew time	
May 3, 2025 (DAY 2)	6:00 am - 7:00 am	Yoga Session	
	7:00 am - 8:00 am	BREAKFAST	
	8:00am - 8:30am	<b>Opening Program</b> I. Prayer II. Opening Remarks  III. Safety and Program Orientation IV. Message  V. Battle Cry/Group Formation VI. Team Building Warm Up	Traverse Program Head Annie D. Pagdilao, EdD, CESO VI ASDS Traverse Program Head Vilma D. Eda, CESO V SDS Traverse Program Head Traverse Program Head
	8:30am - 9:30 am	<b>MODULE 1: TEAM MANAGEMENT</b>	Traverse Coaches
	9:30 am - 10:00 am	AM Snacks	
	10:00 am - 12:00 nn	<b>Continuation of Module 1</b>	
	12:00nn - 1:00pm	LUNCH	
	1:00pm - 3:00pm	<b>MODULE 2: TEAM MOTIVATION</b>	
	3:00pm - 3:30pm	PM Snacks	
	3:30pm - 5:30pm	<b>MODULE 3: UNITY EFFORT</b>	Traverse Coaches
	5:30pm - 6:00pm	DINNER	
	6:00pm onwards	Freetime/Swimming	
11:00 pm	Curfew time		
May 4, 2025 (DAY 3)	6:30am - 7:00 am	Morning Exercise/Zumba	Traverse Coaches
	7:00am - 8:00am	BREAKFAST	
	8:00am - 9:00am	<b>CULMINATING ACTIVITY</b> Processing and Evaluation	Traverse Program Head
	9:00am - 10:00am	Water Activity (For Fun)	
	10:00am - 11:00am	Pack up/Room Check-out	
	11:00am - 9:00pm	Travel going back to SDO Vigan City (Lunch and Dinner along the way)	



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Enclosure 3, Division Memorandum \_\_\_\_, s. 2025

**ROOM ASSIGNMENTS**

**Executive Female Room 1**

1	Eda, Vilma D.
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**Executive Female Room 2**

1	Pagdilao, Annie D.
2	Natividad, Marie Christine L.
3	Rapisura, Susiemar
4	Regaspi, Felipa

**Executive Male Room 1**

1	Reyes, Rodrigo Jr. Q.
2	Cardenas, Pelagio
3	Frial, Peter John
4	Tagorda, Kim

**Executive Female Room 3**

1	Amorin, Elsie
2	Cabotaje, Gloria
3	Garma, Cherry Joy
4	Suero, Mary Joy

**Executive Male Room 2**

1	Cortel, Solito
2	Pescador, Edgar
3	Siababa, Clarito
4	Robiñol, Nelson

**Dormitory Male Room 1**

1	Ancheta, Lloyd
2	Arruejo, Herman
3	Aurellado, Ted Cliexzle
4	Barrientos, Allan
5	Fabre, Sherwin
6	Flores, Ferdinand
7	Gasmen, Christopher Michael
8	Pascua, Nestor
9	Pastor, Robert
10	Pila, Winston
11	Pilor, Jay Paul
12	Purisima, Neil Onemig
13	Quiocho, Aldrich
14	Rabo, Rommel
15	Raboy, Mark Jason
16	Rapacon, Mac Lubert
17	Rosales, Vincent Jude
18	Suero, Dennis
19	Tabuso, Denmark
20	Tapat, Eric

**Dormitory Female Room 1**

1	Abella, Amelyn
2	Arce, Nicole
3	Batulan, Arlyn
4	Cu, Karen Gay
5	Guzman, Jhobelle
6	Paz, Milagros

**Dormitory Female Room 2**

1	Alviar, Nenita
2	Amin, Reynabel
3	Castañeda, Grace
4	Fieldad, Aurelyn
5	Martinez, Aphrodite Hope
6	Torriger, Princess

**Dormitory Male Room 2**

1	Agtutubo, Laurence
2	Cu, Jonas
3	Navarro, Jess Mesiah
4	Paeta, Ademar
5	Portugal, Bryan
6	Sinogo, Mark Allen

**Dormitory Female Room 3**

1	Ancheta, Daisy
2	Formoso, Grace
3	Itchon, Angelene
4	Lampote, Gemalyn
5	Llanes, Reymalin
6	Molina, Greatest Yeng
7	Nemedez, Grace
8	Pe Benito, Clarence
9	Riodil, Sherelyn
10	Sarmiento, Maria Bernadette
11	Sinogo, Vanessa



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Enclosure 4, Division Memorandum 237, s. 2025

**VEHICLE ASSIGNMENT**

**GRANDIA**

(Plate Number: A6M 943)

1	Pascua, Nestor *
2	Ancheta, Lloyd **
3	Eda, Vilma D.
4	Pagdilao, Annie D.
5	Tagorda, Kim
6	Garma, Cherry Joy
7	Ancheta, Daisy

**COMMUTER (NEW)**

(Plate Number: VM 442A)

1	Pastor, Robert *
2	Arrucjo, Herman **
3	Batulan, Arlyn ***
4	Itchon, Angelene
5	Paz, Milagros
6	Pilor, Jay Paul
7	Portugal, Bryan
8	Regaspi, Felipa
9	Rosales, Vincent Jude
10	Torriger, Princess

**BUS**

(Plate Number: ACZ 4183)

Reyes, Rodrigo Jr. Q.	Natividad, Marie Christine L.	Cardenas, Pelagio	Gasmien, Christopher Michael
Castañeda, Grace	Formoso, Grace	Suero, Dennis	Suero, Mary Joy
Robiñol, Nelson	Pescador, Edgar	Abella, Amelyn	Alviar, Nenita
Amorin, Elsie	Fieldad, Aurelyn	Gloria Cabotaje	Susiemar Rapisura
Riodil, Sherelyn	Llanes, Reymalin	Sarmiento, Maria Bernadette	Martinez, Aphrodite Hope
Pe Benito, Clarence	Lampote, Gemalyn	Sinogo, Vanessa	Nemedez, Grace
Siababa, Clarito	Cortel, Solito	Rabo, Rommel	Barrientos, Allan
Frial, Peter John	Rapacon, Mac Lubert ***	Quioco, Aldrich	Raboy, Mark Jason
Tabuso, Denmark	Purisima, Neil Onemig	Molina, Greatest Yeng	Arce, Nicole
Tapat, Eric	Pila, Winston	Fabre, Sherwin	Aurellado, Ted Cliexzle
Cu, Jonas	Cu, Karen Gay	Amin, Reynabel	Guzman, Jhobelle
Flores, Ferdinand	Agtutubo, Laurence	Navarro, Jess Mesiah	Paeta, Adelmarr
		Sinogo, Mark Allen	

**Legend:**

- \* - Driver
- \*\* - Alternate Driver
- \*\*\* - Welfare Officer