



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

29 September 2025

**DIVISION MEMORANDUM**

No. 468, s. 2025

**COMPOSITION OF THE OFFICIAL DIVISION DOCUMENTATION  
AND TECHNICAL TEAM**

To: Assistant Schools Division Superintendent  
CID Chief Education Supervisor  
SGOD Chief Education Supervisor  
Education Program Supervisors  
Public Schools District Supervisors/Districts-in-Charge  
Public Elementary and Secondary School Heads  
All others concerned

1. This Division informs the following personnel on their roles and responsibilities as members of the Division Documentation and Technical Team:

Roles	Name of Personnel	Station
Team Leader	Chester C. Cortez	LRMS
Photographer/ Video editor	Julian Patrick G. Serquinia	Supply Unit
Photographer/ Drone operator	Roscar Jayson Sulio	HRMO
Video Editor	John Rick Cardona	ICT Unit
Technical (ICT/ Sounds)	Howard Jean Francois Doles II	ICT Unit
Technical (ICT/ Sounds)	Dennis D. Pangilinan	Records Unit
Technical (ICT/ Sounds)	Kennedy W. Guzman	ICT Unit
Technical Assistant	Clydinne A. Ballon	Planning & Research Unit
Documenters	2 non-teaching personnel	23 Districts

2. The members of the Division Documentation and Technical Team must report to the Team leader for their respective assignments during Division-based activities and other events that require technical assistance.

3. The team leader shall strategize and ensure the availability of the team members by informing them and their respective immediate head of scheduled activities, as the need arises.

4. The Division Documentation and Technical Team shall report to the Office of the Assistant Schools Division Superintendent.



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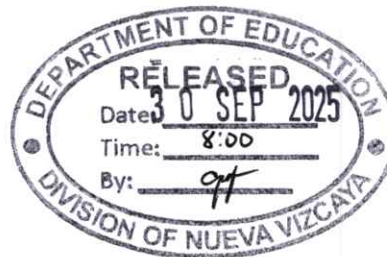


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5. Each District must assign two (2) non-teaching personnel as District Documentation and Technical members. Names of assigned personnel shall be submitted to the Division Documentation and Technical team leader by October 1, 2025.
6. Proponents of the division-based activities must coordinate with the Team Leader of the Division Documentation and Technical Team for their services and technical assistance.
7. For information, guidance, and compliance.

  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

09-2025-483



CID/LRMS/ccc/092925



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