



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

6 October 2026

DIVISION MEMORANDUM
No. 388, s. 2026

**124TH FOUNDING ANNIVERSARY OF SCHOOLS DIVISION OFFICE
OF NUEVA VIZCAYA**

To: Assistant Schools Division Superintendent
Chief, Schools Governance Operations Division
Chief ES, Curriculum Implementation Division (CID)
Education Program Supervisors
Public Schools District Supervisors/Districts In-charge
Public Elementary & Secondary School Heads
All Others Concerned

1. The Schools Division Office of Nueva Vizcaya (SDO-NV) shall celebrate its 124th Founding Anniversary on December 4-8, 2026 with the theme “**Reframing Collaboration and Partnership for Sustainable Supremacy and Excellence in SDO-NV**” which serves as the strategic game plan in the execution of the various activities to celebrate this remarkable event.

2. The following shall be the activities to be conducted in the weeklong celebration of this founding anniversary:

- a. **SDO Hardcourt Challenge:** A basketball competition for men to be participated in by six competing teams; Northern Elementary Schools personnel, Northern Secondary Schools personnel, Southern Elementary School personnel, Southern Secondary Schools personnel, SDO personnel and conglomerated Private Schools personnel.
- b. **Volley-Siklab:** A volleyball competition designed for the sports-centric female personnel of the division which shall be participated in by six competing teams; Northern Elementary Schools personnel, Northern Secondary Schools personnel, Southern Elementary School personnel, Southern Secondary Schools personnel, SDO personnel and Private Schools personnel.
- c. **Sabay Sabay, Walang Sablay:** a Line Dance Challenge to be participated in by the teaching and non-teaching personnel of the twenty-three (23) districts and the SDO personnel.
- d. **Takbo, Galaw, SDO-NV Hataw:** A Fun Run to bring together personnel from all schools and offices, learners, parents, and partners in a single



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gathering- bridging distances, strengthening bonds, and showcasing the **Energy, Unity, and Dynamism** that define SDO Nueva Vizcaya

- e. **Beats for Change:** A concert-for- a-cause to showcase the talents of learners, teachers, and other SDO personnel while raising fund for SDO identified project. This activity shall be in collaboration with the Federated Parents Teachers Association.
 - f. **Reaching the Unreached:** A resource mobilization activity to support a drive to enhance greater access to learners in last mile schools. This particular activity shall be led by the Nueva Vizcaya Elementary School Heads Association and guidelines of this are contained in a published advisory.
3. All of these activities shall be conducted on December 4-8, 2026 which shall be highlighted by the coronation ceremonies of winners of the popularity contest sponsored by the NVESHA.
 4. The complete guidelines of the aforementioned activities are detailed in the attached documents of this memo for everyone's perusal.
 5. Travel and other incidental costs relative to this activity shall be charged to available MOOE and other local funds subject to the accounting and auditing rules and regulations.
 6. For information, guidance, and wide dissemination to all concerned.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



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SDO-NV HARDCOURT CHALLENGE: BASKETBALL EVENT

General Guidelines

The following guidelines may be adopted for a friendly but competitive inter-office basketball tournament. The competition shall follow the current FIBA Official Basketball Rules, subject to the special provisions below.

I. Objectives

The tournament aims to: Promote camaraderie, teamwork, sportsmanship, and wellness among SDO personnel. Encourage active participation and healthy recreation. Strengthen cooperation and fellowship among offices and personnel.

II. Participants and Teams

The tournament shall be open only to bona fide Public and Private SDO Nueva Vizcaya personnel, subject to validation by the Tournament Committee. There shall be six(6) competing teams, identified as 1. North Elementary Public School Personnel, 2. North Secondary Public School Personnel, 3. South Elementary Public School Personnel, 4. South Secondary Public School Personnel, 5. SDO Office Personnel, and 6. Private School Personnel, or by approved team names. Each team may register: A minimum of 12 players; A maximum of 20 players; One team captain and one coach or playing coach. A player may register and play for only one team.

The official team roster must be submitted to the Tournament Committee before the first game. No changes shall be allowed after the tournament begins, except for verified emergencies approved by the Committee.

All players shall present a valid SDO identification card or other proof of personnel status before registration.

The designated TEAM FOCAL PERSON are the following:

1. NEPSP - ERNESTO HONRALEZ, Solano 1 Dist
2. NSPSP - JERWIN BUTAY, Solano NHS
3. SEPSP - OWEN VALLEJOS, Bambang North CS
4. SSPSP - DINDO PATRICIO, Bambang NHS
5. SDO NV - JULIUS MICHAEL PANGANIBAN, Sdo
6. PRIVATE SP – Dir. HAROLD GALLO, PISAY

III. Tournament Format

A single round-robin format is recommended so that every team plays against all other teams. Each team will play five elimination games. The team with the best win-loss record after the elimination round will be ranked first. The top two teams will play in the championship game. The third- and fourth-ranked teams may play for the bronze or third-place award. If



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scheduling or court availability is limited, the Committee may adopt a modified semifinal format.

The tournament will be using too the common local league **PASSARELL** pattern. Mandatory rotation of 3-4 five set of five players in the first and second quarters (meaning each set of fives will play 4 minutes) of the game, then **OPEN** play in the third and fourth quarters of the game. In case of insufficient team member/s A **TECHNICAL** will be given and a penalty of two free throws will be awarded to the other team regardless of the number of insufficient team members.

Possible 6 Teams Single Round Robin Schedule

ROUND	COMPETING TEAMS		
1	T1 VS T6	T2 VS T5	T3 VS T4
2	T1 VS T5	T6 VS T4	T2 VS T3
3	T1 VS T4	T5 VS T3	T6 VS T2
4	T1 VS T3	T4 VS T2	T5 VS T6
5	T1 VS T2	T3 VS T6	T4 VS T5

Win-loss record determines team ranking. A common tiebreaker order will be adapted as needed such as

- Head-to-head result among tied teams
- Point differential in games among tied teams
- Over all point differential
- Total point scored

IV. Suggested Venue and Scheduled Date to Start

Since the culmination of the 124th Founding Anniversary will be in December the tentative game start will be on November 7, 2026 at the DEPED-LGU Gym Bayombong.

V. Game Regulations Games shall consist of four 8-minute quarters.

The clock shall run continuously except during: Time-outs; Free throws; Injuries; Official stoppages; The last two minutes of the fourth quarter. There shall be a 5-minute halftime break and 2-minute breaks between quarters. Each team shall be allowed two time-outs in the first half and three time-outs in the second half. Unused time-outs shall not be carried over. A 5-minute warm-up period shall be provided before each game. In case of a tie at the end of regulation, a 3-minute overtime period shall be played. Additional 3-minute overtime periods shall be conducted until a winner is determined.

The tournament shall use the official basketball, court, and scoring procedures agreed upon by the Committee. Substitutions shall be allowed only during dead-ball situations and after reporting to the scorer's table. A team must have at least five eligible players present to start a game. A grace period of 10 minutes may be given from the scheduled start time. A team that fails to field five players after the grace period shall lose by default, subject to the Committee's decision.



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VI. Uniform and Equipment Players must wear matching team uniforms with clearly visible numbers.

Basketball shoes must be worn during games. Jewelry, watches, necklaces, earrings, and other hazardous accessories are prohibited. Players may not wear equipment or accessories that could injure another participant. Teams should bring both light- and dark-colored jerseys when possible. The Tournament Committee shall provide or arrange the basketball, score sheets, scoreboard, first-aid kit, and other essential equipment. Uniforms, visible numbers, proper basketball shoes, and removal of jewelry are standard tournament safety requirements.

VII. Fouls and Discipline Games shall be officiated by Department of Education Basketball Referees Association Nueva Vizcaya Chapter (DEBRA NV).

A player who commits five personal fouls shall be disqualified from that game. Technical, unsportsmanlike, or flagrant fouls shall be penalized according to the applicable basketball rules. Fighting, threatening behavior, harassment, discrimination, abusive language, or deliberate physical harm shall not be tolerated. A player or team official ejected for fighting may be suspended or removed from the tournament. Any team that engages in a brawl or serious misconduct may be disqualified. Insulting or intimidating referees, table officials, organizers, or opponents may result in a technical foul, suspension, or disqualification.

All protests must be submitted by the team captain to the Tournament Committee immediately after the game. The Committee's decision shall be final.

VIII. Health and Safety

All players should be physically fit to participate and should voluntarily disclose any medical condition relevant to strenuous activity. Each team should have a designated first-aid contact. The organizers shall prepare: A first-aid kit; Drinking water; Emergency contact numbers; Access to medical assistance or the nearest health facility. Players who are injured must be assessed before returning to play. The game may be suspended because of unsafe court conditions, severe weather, medical emergencies, or other circumstances determined by the Committee. Adequate hydration and rest shall be encouraged throughout the tournament.

IX. Tournament Officials

The Tournament Committee shall designate: Tournament director; Game referees; Scorekeeper; Timekeeper; Statistician, if available; Protest and disciplinary committee; Medical or first-aid officer; Documentation and program coordinator. The official scorer's record shall be the primary basis for the game result, player fouls, scores, and standings.



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X. Awards

Suggested awards include: Champion; Runner-up; Third placer; Most Valuable Player; Mythical Five; Best Defensive Player; Best in Sportsmanship; Finals MVP; Best Coach or Team Manager.

XI. General Provisions

All participants shall observe professionalism and proper conduct as SDO personnel. The tournament is a workplace wellness and fellowship activity; excessive physicality and unsportsmanlike behavior shall be avoided. The Tournament Committee may amend the schedule or rules when necessary, provided that all teams are informed. Matters not covered by these guidelines shall be resolved by the Tournament Committee in accordance with FIBA rules, fairness, safety, and the objectives of the activity. Participation signifies acceptance of these guidelines and the decisions of the Tournament Committee. Suggested tournament title: “SDO-NV HARDCOURT CHALLENGE: Basketball Event 2026”



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PROJECT PROPOSAL

BEATS FOR CHANGE

A Concert for a Cause

Date: December 4, 2026
Venue: Carlos M. Padilla Convention Center, Bayombong, Nueva Vizcaya
Shows: Matinee and Gala Performances
Proponent: Schools Division Office of Nueva Vizcaya / General Parent-Teacher Association
Beneficiaries: Identified education-related programs, learner support initiatives, and other approved causes of the Schools Division of Nueva Vizcaya

I. PROJECT TITLE

BEATS FOR CHANGE: A Concert for a Cause

II. PROJECT BACKGROUND AND RATIONALE

Music has the power to unite people, inspire communities, and create meaningful change. **BEATS FOR CHANGE** is envisioned as a major concert-for-a-cause that will bring together selected learners, teaching and non-teaching personnel, parents, and members of the education community in a celebration of **SDO Nueva Vizcaya's 124th Founding Anniversary**.

The concert will provide an avenue for learners and members of the school community to showcase their musical, performing, and artistic talents while generating resources for identified priority programs and projects that will benefit learners and schools.

The activity will be presented in **two performances on December 4, 2026—a Matinee Show and a Gala Show**—at the Carlos M. Padilla Convention Center in Bayombong, Nueva Vizcaya.

The project shall be implemented through a transparent partnership among the Schools Division Office, the General Parent-Teacher Association, participating schools, performers, parents, partners, sponsors, and the technical/artistic production team.

The concert is intended not merely as an entertainment activity but as a **community fundraising and advocacy event**, demonstrating that the collective talents of the education community can be transformed into concrete support for learners and schools.

III. GENERAL OBJECTIVE

To organize and successfully stage **BEATS FOR CHANGE**, a professional-quality concert-for-a-cause that mobilizes the talents and resources of learners, personnel,



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parents, partners, and stakeholders to generate funds for approved education-related programs and learner support initiatives.

IV. SPECIFIC OBJECTIVES

The project specifically aims to:

1. Showcase the talents of selected learners, teaching personnel, non-teaching personnel, and parents;
2. Strengthen school-community and parent-school partnerships;
3. Provide learners and education personnel with meaningful opportunities for artistic expression and collaboration;
4. Generate funds for identified and approved education-related projects and beneficiaries;
5. Develop the organizational, artistic, technical, and leadership capabilities of participating performers;
6. Establish a professional concert production system that may serve as a model for future advocacy and fundraising events;
7. Promote volunteerism, generosity, creativity, and social responsibility; and
8. Ensure transparent, accountable, and properly documented utilization of all funds generated from the activity.

V. PROJECT CONCEPT

BEATS FOR CHANGE shall feature a professionally produced concert combining:

- Solo vocal performances;
- Choir and vocal ensemble numbers;
- Dance performances;
- Instrumental performances;
- Band (Acoustic) performances;
- Special collaborative numbers involving learners, teachers, personnel, and parents;
- Inspirational performances;
- Tribute/advocacy numbers; and
- A grand finale featuring the combined performers.

The concert shall have a unified theme: **“One Community. One Beat. One Purpose.”**

The two shows shall use substantially the same production but may have different program pacing and featured numbers.

MATINEE

Suggested Time: 2:00 PM – 3:30 PM

Target audience:

- Learners
- Parents
- Teachers
- School personnel
- Education stakeholders
- Community members



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GALA

Suggested Time: 5:30 PM – 7:00 PM

Target audience:

- Government officials
- Education officials
- Partners and sponsors
- Alumni
- Parents
- Community leaders
- Private-sector stakeholders
- Invited guests and supporters

VI. TARGET PARTICIPANTS AND AUDIENCE

A. Performers

Approximately **80–100 performers**, subject to audition and artistic screening:

Group	Proposed Number
Selected Learners	20
Teaching Personnel	25
Non-Teaching Personnel	20
Parents/GPTA Representatives	15
Guest/Featured Performers	5
Backup/Support Performers	<u>10</u>
Estimated Total	95

The final number shall depend on the artistic director's program design.

B. Audience

A working ticketing model of approximately _____ **seats per show** is proposed, subject to the approved seating plan and actual venue configuration.

With two performances:

_____ **seats × 2 shows = _____ available admissions**

VII. TICKET SALES AND SEATING PLAN

Ticket sales shall be facilitated by the **General Parent-Teacher Association (GPTA)** through an approved and documented ticketing system.

Ticket sales shall be **voluntary** and shall not be made as a condition for enrollment, clearance, grades, participation in academic activities, or receipt of school services. DepEd's guidelines recognize PTA fundraising activities but require compliance with applicable DepEd rules.

Proposed Seating Categories

Category	Proposed Price	Seats/Show	Revenue/Show
VVIP	₱5,000		
VIP	₱2,500		
General Admission	₱100		
TOTAL			

Projected Gross Ticket Revenue

Matinee: ₱ _____

Gala: ₱ _____



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TOTAL POTENTIAL GROSS TICKET REVENUE: ₱ _____

A conservative planning assumption of **85% average occupancy** may be used for financial projections.

85% Occupancy Projection

₱ _____ × 85% =

₱ _____ **projected ticket revenue**

VIII. PROPOSED SEATING ARRANGEMENT

VVIP – ₱5000

Located in the most advantageous central/front section.

Benefits may include:

- Premium reserved seat;
- Event souvenir/program;
- VIP/VVIP identification;
- Priority entrance;
- Photo opportunity;
- Special acknowledgment during the program;
- Optional appreciation token.

VIP – ₱3000

Located immediately behind or adjacent to the VVIP section.

Benefits may include:

- Reserved premium seat;
- Event program;
- VIP identification;
- Priority seating/entrance.

GENERAL ADMISSION – ₱100

Open seating within the designated General Admission section.

All ticket categories shall be clearly identified in the official seating map and ticket.

IX. TICKETING GUIDELINES

The GPTA shall establish a **Ticketing and Finance Committee**.

Ticketing procedures

1. Official tickets shall be serially numbered.
 - Tickets shall indicate the following: Event title, Date, Show, Seating category, Ticket number, Price, Terms and conditions.
 - Separate ticket series shall be prepared for: Matinee & Gala.
2. A master inventory of tickets shall be maintained.
3. Accountability forms shall cover tickets released to sellers.
4. Sold, unsold, complimentary, voided, and returned tickets shall be reconciled.
5. All collections shall be receipted and deposited in the authorized GPTA account.
6. Daily or scheduled sales reports shall be prepared.
7. No unauthorized reproduction of tickets shall be allowed.
8. Complimentary tickets shall require approval and documentation.



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9. A final ticket reconciliation shall be completed after the concert.

10. The GPTA shall prepare a financial report showing:

- Gross collections;
- Expenses;
- Sponsorships/donations;
- Net proceeds;
- Final utilization of funds.

X. SPONSORSHIP AND DONATION PROGRAM

Ticket sales shall not be the only source of funding.

The project may establish sponsorship packages:

Sponsorship	Suggested Contribution	Possible Recognition
Platinum Partner	₱10,000+	Major acknowledgment, logo placement, VIP seats
Gold Partner	₱5,000–₱9,999	Program acknowledgment, selected logo placements
Silver Partner	₱3,500–₱4,999	Program acknowledgment
Bronze Partner	₱2,000–₱2,499	Program acknowledgment
Community Supporter	₱1,500–₱1,999	Appreciation acknowledgment

All donations and sponsorships shall undergo appropriate acceptance, documentation, and accounting procedures. DepEd has specific guidelines governing donations and donor-partners.

XI. PERFORMER SELECTION

Performers shall be selected from:

1. Learners

- Vocalists
- Instrumentalists
- Dancers
- Choir members
- Acoustic Bands
- Special performance groups

2. Teaching Personnel

- Vocalists
- Instrumentalists
- Dancers
- Faculty acoustic bands
- Choir members
- Special performers

3. Non-Teaching Personnel

- Vocalists
- Musicians
- Hosts
- Special performers

4. Parents

- Parent musicians
- Singers
- Dancers
- Acoustic Bands
- Special collaborative performers



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XII. PERFORMER SELECTION GUIDELINES

1. Participation shall be voluntary.
2. Auditions may be conducted for major featured numbers.
3. Performers shall submit a performer information sheet.
4. The Artistic Director shall determine appropriate casting.
5. Performers shall attend all required rehearsals.
6. Learners shall secure appropriate parental/guardian consent.
7. All performances shall comply with child protection and safeguarding policies.
8. Music and choreography should be age-appropriate.
9. Costumes shall be appropriate for a DepEd-related public event.
10. Performers shall observe rehearsal and backstage protocols.
11. All performers shall sign an undertaking covering:
 - Rehearsal attendance;
 - Production discipline;
 - Costume requirements;
 - Stage safety;
 - Media/photo documentation;
 - Program participation.

XIII. ARTISTIC TEAM

The following artistic positions are recommended:

Position	Function	Name
Project Director	Overall coordination	Edward M. Santiago
Artistic & Musical Director	Creative concept and artistic quality, Music arrangements and rehearsals	Chester C. Cortez
Choreographer	Dance and movement	Chona Joy S. Sabado
Stage Manager	Stage operations	June G. Fernandez
Assistant Stage Manager	Stage support	Emil Salirungan
Program/Script Writer	Program flow and scripts	Hosts
Hosts/Emcees/Voiceover	Audience engagement	Tagumpay R. Divina 1 female host, 1 voiceover
Backstage Coordinator	Performer movement	Rowena Reguyal



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XIV. IN-PERSON WORKSHOP FOR PERFORMERS

A mandatory **in-person performer workshop** shall be conducted approximately 6–8 weeks before the concert.

Proposed Workshop

Title: BEATS FOR CHANGE: Performer Development and Concert Preparation Workshop

Objectives

Participants shall:

1. Understand the concert concept and advocacy;
2. Develop stage presence;
3. Improve vocal and performance techniques;
4. Practice stage blocking;
5. Understand stage entrances and exits;
6. Learn backstage discipline;
7. Practice ensemble coordination;
8. Understand technical cues;
9. Prepare for the technical rehearsal.

Suggested Duration: **1 full day**

Workshop Components

Session	Activity
8:00–9:00	Registration/Orientation
9:00–10:00	Concert Concept and Performance Expectations
10:00–12:00	Vocal/Performance Workshop
1:00–2:30	Stage Presence and Movement
2:30–4:00	Group/Sectional Rehearsals
4:00–5:00	Stage Blocking and Technical Orientation

XV. TECHNICAL REHEARSAL

A full technical rehearsal should be conducted immediately before the concert.

Recommended schedule:

December 3, 2026 – Full Technical Rehearsal

and

December 4, 2026 – Final Sound/Light Check

Technical rehearsal shall cover:

- LED content;
- Video playback;
- Microphone assignments;
- Instrument inputs;
- Monitor mixes;
- Sound levels;
- Lighting cues;
- Stage entrances/exits;
- Backstage movement;
- Set changes;
- Performance sequence;
- Host cues;
- Emergency procedures;
- Final program timing.

***Every performer must be present unless excused by the Project Director.



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XVI. HONORARIUM AND ARTISTIC/TECHNICAL FEES

For budget planning, the following rates are proposed:

Personnel	No.	Proposed Rate	Amount
Artistic & Musical Director	1	₱5,000	₱5,000
Choreographer	1	₱5,000	₱5,000
Stage Manager	1	₱3,000	₱3,000
Assistant Stage Managers	2	₱2,500	₱5,000
Guest/Featured Performers	5	₱2,000	₱10,000
Student/Community Featured Performers – token support			
• Solo performers	10	₱2,000	₱20,000
• Group	10	₱10,000	₱100,000
Stage/Backline Crew	6	₱5,000	₱30,000
Documentation Team	5	₱3,000	₱15,000
TOTAL			₱193,000

Important compliance provision

*Payments to government personnel shall be made **only when legally authorized and properly supported by applicable budgeting, accounting, auditing, and compensation rules**. Government personnel should not automatically be paid an honorarium merely for performing in the concert. Existing government rules limit honoraria to specified circumstances and authorized activities.*

*Accordingly, the budget above should be treated as a **planning ceiling**, with final payment dependent on the recipient's status, source of funds, authority, actual services rendered, and applicable rules.*

For private artists, contractors, and technical suppliers, applicable tax documentation and withholding requirements shall be observed. Government offices can have withholding obligations on payments to private suppliers/service providers.

XVII. LED, SOUND AND LIGHTING REQUIREMENTS

The concert requires a professional technical production package capable of supporting two full shows.

A. LED WALL

Proposed:

- Main LED wall: approximately 6m x 3.5m or venue-appropriate equivalent;
- Side LED panels where necessary;
- LED processor;
- Video playback computer;
- Content operator;
- Stage graphics;
- Sponsor loops;
- Animated transitions;
- Event title graphics.

Budget Provision: **₱25,000**



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B. SOUND SYSTEM

Proposed requirements:

- Professional line-array or equivalent PA;
- Subwoofers;
- Digital mixing console;
- Stage monitors;
- Wireless handheld microphones;
- Wireless headset microphones;
- Wired microphones;
- DI boxes;
- Microphone stands;
- Drum microphones;
- Instrument microphones;
- Amplification/backline;
- Cables and accessories;
- Sound engineer.

C. LIGHTING SYSTEM

Proposed:

- Moving-head fixtures;
- LED PAR lights;
- Profile/spotlights;
- Follow spots;
- Stage wash;
- Backlights;
- Audience lights;
- Haze/fog machine where permitted;
- Lighting console;
- Lighting operator;
- Rigging and cabling.

Budget Provision for Sound and Lighting System: **₱180,000**

XVIII. STAGE SETUP AND DECORATION

The stage shall have a contemporary concert aesthetic consistent with **BEATS FOR CHANGE**.

Recommended design elements:

- Main event backdrop;
- LED wall integration;
- Decorative panels;
- Entrance arch/photo wall;
- VVIP/VIP reception area;
- Directional signage;
- Registration/ticket validation counters;
- Backstage dressing and holding area.

Proposed Budget

Item	Amount
Entrance/photo wall (Tarpaulin) with decorations	₱5,000
VVIP/VIP area setup	c/o Committee
Directional/event signage	c/o Committee
Backstage dressing/holding area	c/o Committee
Stage furniture/props	c/o Committee
TOTAL	₱5,000

XIX. OTHER PRODUCTION REQUIREMENTS

Requirement	Proposed Budget
Event documentation/photo/video	c/o Documentation Committee
Graphic design/printing/program	c/o Committee
Tickets and ticketing materials	₱20,000
Production Performer meals/refreshments:	
• Matinee (heavy snacks for the whole production and performers) 200 pax @ ₱150	₱30,000
• Gala (heavy dinner for the whole production and performers) 200 pax @ ₱200	₱40,000
Workshop expenses (120 pax @ ₱350)	₱42,000
TOTAL	₱132,000

XX. CONSOLIDATED PRELIMINARY BUDGET

Budget Component	Amount
Artistic/Technical Honoraria & Fees	₱193,000
LED Wall	₱25,000
Sound System & Lights	₱180,000
Documentation/Printing/Ticketing	₱20,000
Performer Workshop	₱42,000
Meals/Refreshments	₱70,000
SUBTOTAL	₱530,000
Contingency – approximately 10%	₱50,000
TOTAL PROJECT BUDGET	₱580,000

Recommended Planning Ceiling:

₱600,000

Final amounts shall be based on actual canvass/quotation, venue requirements, technical specifications, applicable procurement rules, and available sponsorships.

XXI. FINANCIAL PROJECTION

Conservative 85% Ticket Occupancy

Source	Projected Amount
Ticket Sales – Matinee	₱0,000,000
Ticket Sales – Gala	₱0,000,000
Projected Ticket Revenue	₱0,000,000
Sponsorships/Donations – target	₱000,000
TOTAL PROJECTED RESOURCES	₱0,000,000

Less: **Projected Project Cost: ₱600,000**

PROJECTED NET PROCEEDS: ₱0,000,000

The actual net proceeds shall depend on ticket sales, sponsorships, donations, final production costs, taxes/withholding, venue-related charges, and other legitimate expenses.



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XXII. PROPOSED USE OF NET PROCEEDS

The net proceeds shall be allocated only to the **approved purpose/ cause identified in the final project resolution or memorandum**, subject to applicable DepEd, GPTA, accounting, auditing, and donor restrictions.

Possible priority areas may include:

1. Learner assistance;
2. Learning resources;
3. School improvement initiatives;
4. Educational technology;
5. Learner wellness and support;
6. Disaster preparedness and resilience;
7. Inclusive education initiatives;
8. Support for disadvantaged learners; and/or
9. Other approved education-related programs.

A separate **Post-Concert Financial and Accomplishment Report** shall be prepared.

XXIII. PROJECT GOVERNANCE

A. Executive Committee

The Executive Committee shall provide overall policy direction.

Composition:

- Chairperson: SDS Orlando E. Manuel
- Vice Chairperson: ASDS Adonis C. Ceperez
- GPTA President: Florante Gerdan
- Project Director: Edward M. Santiago
- Finance/Administrative representative: Emerson B. Balut
- Artistic Director: Chester C. Cortez

XXIV. WORKING COMMITTEES

1. Project Management Committee (Edward M. Santiago)
Overall coordination.
2. Artistic Committee (c/o Chester C. Cortez)
Performer selection, repertoire, choreography, music, and program.
3. Technical Production Committee
LED, sound, lighting, stage, power, technical rehearsal.
4. Ticketing Committee (c/o Amherstine Boy Bata)
Ticket design, distribution, sales, reconciliation.
5. Finance Committee (c/o Emerson B. Balut, Jeasel J. Alayu, & Laura)
Budget, collections, payments, financial reports.
6. Sponsorship Committee
Sponsors, donors, partners, acknowledgments.
7. Logistics Committee
Venue, transportation, meals, supplies.



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8. Safety and Security Committee

Crowd control, emergency response, medical support, evacuation.

9. Documentation and Publicity Committee

Photography, videography, social media, press releases, program.

10. Registration and Audience Management Committee

Entrance, ticket validation, seating, guest assistance.

11. Backstage Committee

Performer holding area, costumes, props, entrances and exits.

XXV. TIMELINE

AUGUST 2026 – PROJECT INITIATION

August 11–15

- Approval/concept development
- Identification of beneficiaries
- Initial project proposal
- Formation of Executive Committee

August 17–21

- Venue coordination
- Initial seating plan
- Budget preparation
- Identification of artistic/technical requirements

August 24–31

- Committee organization
- Sponsorship proposal
- Ticketing plan
- Performer recruitment announcement

SEPTEMBER 2026 – ARTISTIC DEVELOPMENT

September 1–11

- Performer registration
- Auditions/selection
- Initial repertoire selection

September 14–18

- Finalize performers
- Assign musical groups
- Begin individual/sectional rehearsals

September 21–30

- Conduct performer workshop
- Music arrangement
- Choreography
- Preliminary staging



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OCTOBER 2026 – PRODUCTION DEVELOPMENT

October 1–15

- Regular rehearsals
- Stage blocking
- Costume planning
- LED visual development
- Sound requirements

October 16–23

- Ticket printing
- Launch ticket sales
- Sponsorship campaign
- Publicity campaign

October 26–31

- Full program run-through
- Review of technical requirements
- Confirm production suppliers

NOVEMBER 2026 – INTENSIVE REHEARSALS

November 2–13

- Sectional rehearsals
- Vocal coaching
- Dance rehearsals
- Band rehearsals

November 16–20

- Combined rehearsals
- Full program sequencing
- Stage blocking

November 23–27

- Full-dress rehearsal
- Final costume checks
- LED content finalization
- Technical cue development

November 30

- Final ticket inventory
- Final sponsor confirmation
- Audience/seating validation

DECEMBER 2026 – CONCERT WEEK

December 1–2

- Final rehearsals
- Program confirmation
- Technical coordination
- Performer confirmation
- Final production meeting



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December 3

FULL TECHNICAL REHEARSAL

Morning

- Venue setup
- Stage construction
- LED installation
- Sound installation
- Lighting installation

Afternoon

- Line check
- Sound check
- Lighting programming
- LED/video check

Evening

- Full technical rehearsal
- Complete run-through
- Final corrections

DECEMBER 4, 2026 – CONCERT PROPER

MATINEE

10:00 AM – Venue readiness

11:00 AM – Performer call time

12:30 PM – Doors/registration preparation

1:00 PM – Audience entry

2:00 PM – Concert begins

4:30 PM – Matinee ends

4:30–5:30 PM – Venue reset/performer break

GALA

5:00 PM – VVIP/VIP reception preparation

5:30 PM – Performer call time

6:00 PM – Audience entry

6:30 PM – Pre-show program

7:00 PM – Gala concert begins

9:30 PM – Concert ends

9:30–10:30 PM – Closing/de-rigging preparations

XXVI. PROPOSED CONCERT PROGRAM FLOW

OPENING

1. Opening AVP – *Beats for Change*
2. Opening narration
3. Grand opening number
4. Welcome remarks
5. Introduction of advocacy/cause

PART I – THE BEAT OF YOUTH

- Learner vocal performances
- Dance ensemble
- Student band
- Choir

PART II – THE BEAT OF SERVICE

- Teacher performers



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- Non-teaching personnel performers
- Inspirational number

PART III – THE BEAT OF FAMILY

- Parent performers
- Parent-learner collaboration
- Family ensemble

PART IV – THE BEAT OF CHANGE

- Featured performances
- Advocacy video
- Beneficiary presentation
- Sponsor acknowledgment

GRAND FINALE

BEATS FOR CHANGE

All performers join on stage for the finale.

XXVII. SAFETY AND SECURITY GUIDELINES

The event shall implement a comprehensive safety plan covering:

- Maximum venue capacity;
- Emergency exits;
- Fire safety;
- Electrical safety;
- Stage safety;
- Crowd management;
- First aid;
- Emergency medical response;
- Performer safety;
- Learner safeguarding;
- Weather/emergency contingencies;
- Evacuation procedures;
- Security personnel;
- Lost-and-found procedures.

No stage effect, pyrotechnic device, haze/fog equipment, electrical installation, or rigging arrangement shall be used without appropriate safety assessment and venue approval.

XXVIII. LEARNER SAFEGUARDING

Because learners will participate in the concert:

1. Parent/guardian consent shall be obtained where required.
2. Learners shall be supervised during rehearsals.
3. Appropriate adult-to-learner supervision shall be maintained.
4. Dressing and changing areas shall be properly managed.
5. Photography and videography shall comply with applicable privacy and child-protection requirements.
6. Learners shall not be required to participate against their will.
7. Rehearsals shall be scheduled with due consideration for learners' academic responsibilities.
8. Transportation arrangements shall be properly documented.



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XXIX. PROCUREMENT AND FINANCIAL MANAGEMENT

All expenditures shall be:

- Necessary;
- Reasonable;
- Properly documented;
- Supported by appropriate quotations/contracts/receipts;
- Included in the approved budget;
- Subject to applicable procurement, accounting, auditing, tax, and organizational rules.

Where the activity involves government funds or government procurement, the applicable government procurement and financial management rules shall be followed.

Where the GPTA is handling its own fundraising funds, the GPTA shall maintain a separate accounting record for the project and provide a complete liquidation/financial report.

The project shall maintain:

1. Cash receipts;
2. Deposit slips;
3. Official receipts/acknowledgment receipts as applicable;
4. Ticket inventory;
5. Ticket sales reports;
6. Sponsorship agreements;
7. Supplier contracts;
8. Payment vouchers;
9. Supporting invoices/receipts;
10. Final financial statement.

XXX. TICKET SALES CONTROL SYSTEM

The following controls shall be implemented:

Ticket Inventory

1,500 tickets × 2 shows = 3,000 total tickets

Ticket numbers shall be unique.

Daily Reconciliation

Each sales representative shall submit:

Tickets Received – Tickets Sold – Tickets Returned = Tickets Accounted For

Collections shall be reconciled with:

Number of Tickets Sold × Ticket Price

Any variance shall be investigated and documented.



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XXXI. MARKETING AND PUBLICITY

The publicity campaign shall begin at least **8–10 weeks before the concert.**

Materials

- Official event poster;
- Social media cards;
- Ticket announcement;
- Countdown graphics;
- Performer reveal cards;
- Sponsor acknowledgment cards;
- Short promotional videos;
- Press release;
- Radio/community announcements;
- Official event program.

Suggested campaign:

“One Ticket. One Beat. One Change.”

XXXII. EXPECTED OUTPUTS

At the conclusion of the project, the organizers shall have:

1. Two successfully staged concerts;
2. A professionally coordinated performance involving learners, personnel, and parents;
3. Increased community participation;
4. Documented sponsorship and ticket revenue;
5. A completed financial report;
6. A documented beneficiary report;
7. Photo/video documentation;
8. A digital archive of the concert;
9. An accomplishment report; and
10. A post-event evaluation.

XXXIII. SUCCESS INDICATORS

Indicator	Target
Concert performances	2
Target seats/show	-----
Target total admissions	-----
Minimum occupancy target	85%
Number of performers	95–120
Performer workshop	1
Full technical rehearsal	1
Financial reconciliation	100%
Ticket accountability	100%
Post-event report	1
Beneficiary utilization report	1



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XXXIV. RISK MANAGEMENT

Risk	Mitigation
Low ticket sales	Early marketing, sponsorships, community engagement
Performer absences	Alternates/understudies and backup arrangements
Technical failure	Complete technical rehearsal and backup equipment
Power interruption	Venue coordination and appropriate backup power
Crowd congestion	Controlled entry and designated ushers
Medical emergency	First-aid/medical team and emergency protocols
Delayed program	Stage manager-controlled cue system
Financial discrepancies	Daily reconciliation and independent checking
Learner safeguarding concerns	Consent, supervision, and child-protection protocols
Weather/emergency event	Contingency and venue emergency procedures

XXXV. POST-CONCERT ACCOUNTABILITY

Within **30 days after the concert**, the organizing committee shall prepare:

1. Financial Report

Showing:

- Total ticket sales;
- Sponsorships;
- Donations;
- Gross income;
- Expenses;
- Net proceeds;
- Final balance.

2. Accomplishment Report

Including:

- Number of performers;
- Number of attendees;
- Activities completed;
- Highlights;
- Challenges;
- Recommendations.

3. Beneficiary Report

Showing:

- Amount transferred/allocated;
- Program/project supported;
- Date of utilization;
- Supporting documents;
- Photographic documentation where appropriate.



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XXXVI. PROPOSED RESOLUTION OF SUPPORT

The organizing body shall issue an appropriate resolution authorizing the conduct of **BEATS FOR CHANGE**, designating the GPTA as the ticket-sales/fundraising partner, identifying the approved beneficiary/cause, and authorizing the project committees to undertake the necessary preparations.

All arrangements involving DepEd personnel, learners, public schools, government resources, and government facilities shall remain subject to applicable DepEd and government rules.

XXXVII. RECOMMENDED FINANCIAL MODEL

The project should operate on the following principle:

TICKET SALES + SPONSORSHIPS + DONATIONS
LESS
ACTUAL AND DOCUMENTED PROJECT EXPENSES
EQUALS
NET PROCEEDS FOR THE CAUSE

The target should be to keep production expenses at approximately **45–55% of projected gross revenue**, allowing a substantial portion of proceeds to reach the intended beneficiaries.

Under the illustrative model:

Projected Revenue: ₱ _____

Project Budget Ceiling: ₱ _____

Potential Net Proceeds: approximately ₱ _____

These figures are **planning estimates**, not final quotations. Actual rates should be established through appropriate canvass, quotations, venue requirements, supplier negotiations, and applicable financial/procurement rules.



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XXXVIII. APPROVAL

In view of the foregoing, approval is respectfully requested for the implementation of:

BEATS FOR CHANGE

A Concert for a Cause

on **December 4, 2026**, at the **Carlos M. Padilla Convention Center, Bayombong, Nueva Vizcaya**, featuring **Matinee and Gala performances** involving selected learners, teaching and non-teaching personnel, parents, and invited performers.

The activity is envisioned to demonstrate the collective power of the education community in using **talent, partnership, and music as instruments for meaningful change**.



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ANNEX A

SUMMARY OF PROPOSED BUDGET

Particulars	Amount
Artistic & Technical Fees/Honoraria	₱334,000
LED Wall	₱25,000
Sound and Lighting System	₱180,000
Stage Setup & Decoration	₱0,000
Documentation/Printing/Ticketing	₱20,000
Performer Workshop	₱42,000
Meals/Refreshments	₱70,000
Transportation/Logistics	₱0,000
Subtotal	₱530,000
Contingency	₱50,000
TOTAL	₱580,000
Recommended Budget Ceiling	₱600,000

ANNEX B

TICKET PRICE SUMMARY

Category	Price	Seats/Show	2 Shows
VVIP	₱5,000		
VIP	₱3,000		
General	₱100		
TOTAL			

Maximum Gross Ticket Revenue:

₱ _____

Projected Revenue at 85% Occupancy:

₱ _____

ANNEX C

PROPOSED PROJECT MILESTONES

August 2026

Project approval and organization

September 2026

Auditions, performer selection and workshop

October 2026

Rehearsals, ticket launch and sponsorship campaign

November 2026

Intensive rehearsals, publicity and full production preparation

December 3, 2026

Full technical rehearsal

December 4, 2026

BEATS FOR CHANGE ### MATINEE + GALA

January 2027

Financial liquidation, accomplishment report, and beneficiary reporting



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NUEVA VIZCAYA ELEMENTARY SCHOOL HEADS ASSOCIATION (NVESHA)

SDO- NUEVA VIZCAYA
Bayombong

REACHING THE UNREACHED: A POPULARITY FUND-RAISING DRIVE IN SUPPORT OF A DRIVE TO ENHANCE GREATER ACCESS TO LEARNERS IN LAST-MILE SCHOOLS

(A 124TH FOUNDING ANNIVERSARY SUPPORT ACTIVITY)

Guidelines

1. Rationale and Objective

The **Nueva Vizcaya Elementary School Heads Association (NVESHA)** in collaboration with the other major private associations of teaching and non-teaching personnel of the Schools Division of Nueva Vizcaya (SDO) is committed in ensuring inclusive and equitable quality education, especially for learners in Geographically Isolated and Disadvantaged Areas (GIDA).

To effectively reach and serve these last mile schools at any time during the school year, a reliable, purpose-built heavy-duty transportation equipment is deemed paramount. This popularity fund-raising activity is organized primarily to finance the purchase of a **6-wheel-drive-utility-vehicle or any similar capable vehicle** tailored to safely navigate rugged terrains, thereby facilitating the efficient delivery of learning materials, monitoring of school operations, and deployment of essential services to GIDA schools and communities. The same vehicle maybe repurposed as disaster risk reduction vehicle when the need arises, enhancing the readiness and responsiveness of the SDO during calamities. The fund to purchase this vehicle will be donated to the SDO by the NVESHA.

2. Fund Allocation and Sharing Scheme

To elicit broad participation and support from local school community and stakeholders and to comply with existing guidelines, the Popularity Fund Raising Drive will not require contributions from teachers or learners but from generous and voluntary donors from DepEd and non-DepEd patrons.

To give vibrance to the activity and to recognize the massive efforts to support the DepEd, a candidate per district office and the division office shall be selected as representative.

The total gross funds raised through donation scheme (envelope method) by each participating district will be divided based on the following scheme.



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NUEVA VIZCAYA ELEMENTARY SCHOOL HEADS ASSOCIATION (NVESHA)

SDO- NUEVA VIZCAYA

Bayombong

Fund Tier Level	Association's Project Share (6-wheel-drive-Utility Vehicle)	District/School Share
Based Tier:	50%	50%
First P120,000.00	(P60,000.00)	(P60,000.00)
Excess Tier:	20%	80%
Amount exceeding P120,000.00	(of excess amount)	(of excess amount)

Illustrative Example: If a district raises a total of 200,000.00:

- **First P120,000:** P60,000 to project cost; P60,000 to District/Schools projects.
- **Excess P80,000:** (P16,000) to Project cost; (P64,000) District/Schools project
- **Total Final Share:** Project Vehicle Fund = P76,000; District/Schools Local Fund = P124,000

3. Utilization of the District Share

The district share is flexible and maybe utilized for any local school or district project (e.g. Infrastructure repair, supplementary learning materials, student welfare initiatives or technology upgrades). However, to guarantee the transparency, statutory compliance and proper auditing, the following mechanism is mandatory.

1. Sharing Scheme: After the committee in charge of the canvassing has determined the share of the District/School, this shall be given immediately for the district to determine also how its share shall be divided among the schools and their candidate. The SDO which is the beneficiary of the rest of the share shall utilize the fund based on what it is purported to be used for.
2. Project Proposal Requirement: A project proposal shall be submitted detailing the project objectives, itemized budget allocation, timeline, and expected outcomes.
3. Approval Authority: The project proposal must undergo review and receive formal written approval from the Schools Division Superintendent (SDS) or designated division committee prior to any financial obligation.

1. Mechanics and Financial Accountability



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SDO- NUEVA VIZCAYA

Bayombong

- Envelope control and remittance: All envelopes must be pre-numbered, stamp by the district, and strictly accounted for. All collections must be sequentially lodged.
- Receipt of proceeds: All gross monetary proceeds must be remitted directly to the designated treasurer for centralized tracking.
- Liquidation and Reporting: Within sixty (60) calendar days from the culmination of the fund-raising activity, a comprehensive financial liquidation report must be submitted by the committee to 124th Founding Anniversary Committee.
- The First and Last Canvassing of proceeds shall be done on December 3, 2026 at 1:00 pm @ the SDO Conference Hall to be attended by all District Heads, NVESHA officers, the candidates and SDO top management to monitor the activity.

JOYCELINE S. CELESTINO

NVESHA President



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NUEVA VIZCAYA ELEMENTARY SCHOOL HEADS ASSOCIATION (NVESHA)

SDO- NUEVA VIZCAYA

Bayombong

BOARD RESOLUTION NO. 01, SERIES OF 2026

A RESOLUTION EXPRESSING THE FULL SUPPORT OF THE NUEVA VIZCAYA ELEMENTARY SCHOOL HEADS ASSOCIATION (NVESHA) TO THE 124TH FOUNDING ANNIVERSARY OF THE SCHOOLS DIVISION OF NUEVA VIZCAYA BY LEADING A RESOURCE MOBILIZATION ACTIVITY FOR THE BENEFIT OF LAST MILE SCHOOLS AND THE ACQUISITION OF A 6-WHEEL-DRIVE VEHICLE FOR GIDA SCHOOLS/STATIONS

WHEREAS; the Schools Division of Nueva Vizcaya is celebrating its historic 124th Founding Anniversary, marking over a century of dedication to delivering quality, accessible, and liberating basic education to the learners of the province;

WHEREAS; the Nueva Vizcaya Elementary School Heads Association (NVESHA) remains a steadfast partner of the Schools Division Office in achieving its strategic goals and upholding the core values of the Department of Education;

WHEREAS; a significant number of schools, one hundred thirteen (113) to be exact, within the province are classified as **Last Mile Schools situated in Geographically Isolated and Disadvantaged Areas (GIDA)**, facing severe geographical and logistical barriers that hinder the efficient delivery of educational services, monitoring, and instructional support;

WHEREAS; NVESHA recognizes the urgent need to bridge these access gaps and fully aligns itself with the division-wide drive to ensure no learner is left behind, regardless of their remote location;

WHEREAS; to operationalize this commitment, NVESHA has resolved to spearhead a comprehensive **resource mobilization activity** intended to generate funds from stakeholders, partners, and community members;

WHEREAS; the net proceeds of this resource mobilization campaign shall be dedicated exclusively to the procurement of a heavy-duty 6-wheel-drive vehicle, uniquely capable of traversing rugged remains, rivers, and unpaved mountain roads to reliably reach GIDA schools;

NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the Nueva Vizcaya Elementary School Heads Association expresses its absolute and unanimous support to the 124th Founding Anniversary of the Schools Division of Nueva Vizcaya by taking the vanguard role in this noble resource mobilization initiative;

RESOLVED FURTHER, that copies of this Resolution be furnished to the Schools Division Superintendent, the 124th Founding Anniversary Management Committee, and all concerned stakeholders for their information, guidance, and collaborative support.



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NUEVA VIZCAYA ELEMENTARY SCHOOL HEADS ASSOCIATION (NVESHA)

SDO- NUEVA VIZCAYA

Bayombong

UNANIMOUSLY APPROVED AND ADOPTED this 1st day of October, 2026 at Bayombong, Nueva Vizcaya, Philippines.

CERTIFIED CORRECT:

DIVINA I. RAMEL

NVESHA Secretary

ATTESTED BY:

JOYCELINE S. CELESTINO

NVESHA President

NOTED:

ORLANDO E. MANUEL PhD, CESO V

Schools Division Superintendent
(Adviser)



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