



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF DASMARIÑAS
FRANCISCO E. BARZAGA INTEGRATED HIGH SCHOOL
BRGY. SAN JOSE, CITY OF DASMARIÑAS, CAVITE

21 Sept 2026

SCHOOL MEMORANDUM

No. **259**, s. 2026

**YOUTH FOR THE ENVIRONMENT IN SCHOOLS ORGANIZATION (YES-O)
SCIENCE CLUB MONTH CELEBRATION AND ASTRO DAY CAMP FEATURING
XPERTHINK COORDINATION MEETING**

To: Selected Teaching Personnel
All Others Concerned

1. This Office announces the conduct of Project Mission PoSCible: The Spatial Solution, a month-long Science Club Month Celebration to be held throughout the month of September 2026.
2. A planning and coordination meeting will be held at the **SBM Office** on **September 21, 2026, from 11:00 a.m. to 12:30 p.m.** The level coordinator shall provide a substitute teacher for any classes affected by this meeting
3. This activity is spearheaded by the YES-O Adviser, Ma. Jevvy Jean N. Orig, and the Science Club Month Celebration Working Committee. The meeting will be attended by JHS and SHS Science Teachers.
4. Attached here are the schedule of activities, list of attendees.
5. For your information and guidance


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School Principal I



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TECHNICAL WORKING GROUP

	TASK AND ASSIGNMENT
GRADE 7 Michelle B. Bedeo John Mark Louie R. Noel Ma. Jevvy Jean N. Orig Ma. Maureen P. Solista	SECRETARIAT The Secretariat Committee shall be responsible for the preparation, organization, reproduction, distribution, and safekeeping of all official documents related to the different contests and activities. Specifically, the committee shall: • Print and distribute the approved contest mechanics, guidelines, and other relevant documents to committee members, event facilitators, and participants. • Maintain an organized file of all official documents, records, communications, and contest-related materials. • Coordinate with the different contest facilitators to ensure that all required documents are complete and readily available before the conduct of each activity. • For the Quiz Bee, verify, organize, and compile the submitted questions and answer keys prior to the competition. Deadline September 23, 2026. • Ensure the confidentiality and security of Quiz Bee questions and other restricted contest materials. • Submits the list of winners to the awards and Certification Committee and YES-O for Facebook page posting. • Assist in the preparation, recording, and consolidation of official contest results and other documentation as necessary.
GRADE 8 Romnick B. Bustarga Reychiel Corrales Marvin C. Gabriel Allyza C. Gueriba	REGISTRATION, ATTENDANCE, AND PARTICIPANT SELECTION The Registration, Attendance, and Participant Selection Committee shall be responsible for maintaining accurate records of participants, facilitators, and other individuals involved in the different activities. Specifically, the committee shall: • Prepare, print, and distribute the official registration and attendance sheets for all contests and activities. • Provide the appropriate attendance and registration forms to each event facilitator before the start of the activity. • Coordinate with event facilitators regarding the official list and number of participants. Deadline

	September 23, 2026. • Facilitate and monitor the registration of participants, when necessary. • Assist in verifying the eligibility and official participation of students in accordance with the contest mechanics. • Collect all accomplished registration and attendance sheets from the event facilitators after each activity. • Consolidate and submit the completed attendance and registration records to the Secretariat or designated overall coordinator for proper filing and documentation.
GRADE 9 Vanessa E. Bombase Florentina B. Ferrer Rizalito A. Licos Alvin C. Paraggua	AWARDS AND CERTIFICATION The Awards and Certification Committee shall be responsible for the preparation and distribution of certificates, awards, and other forms of recognition for the different activities. Specifically, the committee shall: • Prepare and print certificates of participation, recognition, appreciation, and awards, as applicable. • Ensure that the names of participants, winners, coaches, facilitators, judges, resource persons, and committee members are complete and correctly spelled. • Verify the official list of winners with the respective event facilitators before printing or releasing certificates. • Organize certificates according to event, category, award, or recipient to facilitate an orderly distribution. • Coordinate with the concerned committee regarding trophies, medals, tokens, or other awards, when applicable. • Facilitate the proper distribution of certificates and awards during the recognition or awarding ceremony.
GRADE 10 Blande C. Baisa Jr Joesel D. Dariagan Joseline B. Robles AJ A. Robles	PHOTO DOCUMENTATION AND EVALUATION The Photo Documentation and Evaluation Committee shall be responsible for ensuring that the conduct and highlights of the activities are properly documented and that participant feedback is systematically gathered. Specifically, the committee shall:

	• Take clear and appropriate photographs of the preparation, opening program, contests, exhibits, activity booths, demonstrations, awarding ceremonies, and other significant parts of the event. • Ensure adequate photo documentation of each contest and activity for school records and official reports. • Coordinate with event facilitators to identify important moments, outputs, winners, and activities that must be documented. • Organize, label, and compile photographs according to the corresponding contest, activity, date, or event. • Select appropriate photographs for inclusion in accomplishment reports, school publications, presentations, and other authorized documentation.
GRADE 11 AND 12 Glenn Christian L. Orig Shela L. Caballero Mischelle Maongca Wilnelia C. Balington	AWARDS PROGRAMS COMMITTEE • Serve as the master of ceremonies (MC) or coordinate the hosting duties for the official awards program. • Design the event flow, including the script, timeline, guest speaker coordination, and entertainment. • Manage venue logistics (audio/visual setup, stage management, and seating arrangements) for both virtual and in-person ceremonies • Organize and distribute certificates during the live ceremony in a seamless, professional manner. • Coordinate post-event delivery (mailing or digital distribution) for recipients who were unable to attend the program. • Maintain an archive of past recipients, distributed certificates, and digital backups.