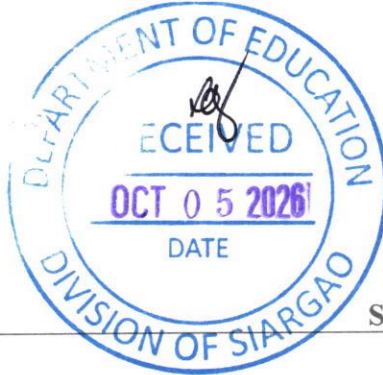




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-291** s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Public School District Supervisor
Private and Public Elementary and Secondary School Heads
Division AVP-TWG Members
All Other Concerned

**TECHNICAL ASSISTANCE AND COVERAGE FOR THE STATE OF THE MUNICIPAL
ADDRESS (SOMA) OF THE MUNICIPAL MAYOR OF SAN ISIDRO**

1. In response to the request for assistance from the Office of the Municipal Mayor of San Isidro in the conduct of the State of the Municipal Address (SOMA) 2026, all members of the Division Program Management and Video Technical Team are hereby advised to provide the necessary technical and production support to ensure the successful conduct of the event.
2. The activity aims to present the accomplishments, ongoing initiatives, and future development plans of the Municipality of San Isidro. Given the significance of the event, all concerned personnel are expected to coordinate closely with the Local Government Unit and perform their assigned responsibilities with professionalism and efficiency.
3. To ensure the efficient implementation of all technical and production requirements, the following personnel shall compose the Technical Working Group:

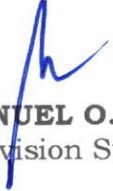
Chairperson:	Catherine B. Landao, AO-V
Vice-Chairperson:	Kem E. Abuton, Jr., P-III - Script and Technical Guide
Members:	Dexter L. Consigna, HT-II – Stage and Production Coordination
	Charls Aster Ortojan, MT I – Audio and Sound In charge
	Harold Anjoben Espinile, MT I – Visuals and Graphics
	Lauris Marx Congreso, T III – Visuals and Graphics
	Jorey Lisondra, T II – Documentation and Post-Production
	Ma. Lynda Sajol, T-II – Logistics and Coordination
	Ryan Banaybanay, T-II – Floor and Stage Mobility
4. See attached enclosure for the schedule of activities.
5. TWG members who are teaching personnel are directed to coordinate with their respective principals to ensure continuity of learning during their official engagement.





Republic of the Philippines
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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

6. This memorandum takes effect immediately.


MANUEL O. CABERTE
Schools Division Superintendent

Encl/s: As stated

Reference/s: None

To be indicated in Perpetual Index under the following subjects

SOMA PARTNERSHIP

OSDS/KEAbuton
10/05/2026



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

TECHNICAL WORK SCHEDULE

October 6, 2026 (Tuesday)

Pre-Production Planning and Coordination

- Coordination meeting with the Office of the Mayor and LGU focal persons
- Review of SOMA program flow and technical requirements
- Initial assessment of venue and technical setup
- Collection of photos, videos, and accomplishment data for presentation materials
- Assignment of technical team roles and responsibilities

October 7, 2026 (Wednesday)

Content Development and Production

- Video editing and preparation of accomplishment AVPs
- Development of presentation materials and event graphics
- Audio recording and voice-over integration, as needed
- Preparation of livestreaming and documentation plans
- Internal production review and quality assurance

October 8, 2026 (Thursday)

Technical Rehearsal and Final Setup

- Installation and testing of audiovisual equipment
- LED/projector, sound system, and lighting checks
- Run-through of presentation materials and AVPs
- Full technical rehearsal with LGU representatives
- Final troubleshooting and contingency preparations

October 9, 2026 (Friday)

STATE OF THE MUNICIPAL ADDRESS (SOMA) 2026

- Deployment of complete technical team
- Operation of audiovisual presentations
- Sound, projection management
- Initial post-event evaluation and turnover of outputs