



Republic of the Philippines
Department of Education
 Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Enclosure no. 1 to Division Memorandum ____, s. 2025

LIST OF TECHNICAL WORKING GROUP FOR THE 2025 DIVISION NUMBERACE

No.	NAME	POSITION	SCHOOL	DESIGNATION/ROLE
1.	Analyn R. Teves	P-1	Bunga IS	Station Marshall
2.	Adam B. Besinga	HT-3	Himat-e IS-Tago	Station Marshall
3.	Trinidad R. Hermogino	HT-3	La Paz -Bayabas District	Station Marshall
4.	Madrilyn U. Cabahug	P-3	Bugsukan IS-Cantilan	Station Marshall
5.	Joel B. Asonto	P-1	Kahayagan NHS-Tagbina District	Station Marshall
6.	Devine Grace Moralde	T-3	San Roque NHS	Station Marshall
7.	Anecita Suarez	T-3	Bolhoon NHS	Station Marshall
8.	Christin E. Ancao	T-3	San Miguel NHS	Station Marshall
9.	Junmark Espenido	T-3	San Miguel NHS	Station Marshall
10.	Nikki P. Armenia	T-2	San Miguel NHS	Station Marshall
11.	Estante B. Ramos	T-2	San Miguel NHS	Proctor/ Timekeeper
12.	John Carlo I. Romulo	T-2	San Miguel NHS	Proctor/ Timekeeper
13.	Cecil C. Alameda	T-1	San Miguel NHS	Proctor/ Timekeeper
14.	Dixter Torrefranca	T-1	San Miguel NHS	Proctor/ Timekeeper
15.	Junex Moldez	T-1	Bolhoon NHS	Proctor/ Timekeeper
16.	Menerva Gawat	T-1	San Miguel NHS	Proctor/ Timekeeper
17.	Prencess Pearl T. Romulo	T-1	Sagbayan NHS	Proctor/ Timekeeper
18.	Maricho P. Torreda	T-1	Sagbayan NHS	Proctor/ Timekeeper
19.	Minerva Gawat	T-1	San Miguel NHS	Proctor/ Timekeeper
20.	Alimar Signapan	T-1	San Miguel NHS	Proctor/ Timekeeper
21.	Renel Narcana	T-1	San Miguel NHS	Proctor/ Timekeeper
22.	Arjay Bucalon	T-1	San Miguel NHS	Proctor/ Timekeeper
23.	Shella Mae Benial	T-1	San Miguel NHS	Proctor/ Timekeeper
24.	Leonardo R. Teñoza	T-2	Libas Sud IS	Proctor/ Timekeeper
25.	Glodevi P. Montenegro	T-1	Libas Sud IS	Proctor/ Timekeeper
26.	Emeline S. Ramos	T-1	Libas Sud IS	Proctor/ Timekeeper
27.	Elymar P. Barcena	T-3	Magroyong ES	Proctor/ Timekeeper
28.	Myracell P. Buenaflor	P-1	Cantilan NHS	Judge
29.	Romalyn P. Matildo	P-2	Florita H. Irizari NHS	Judge
30.	Vicente P. Balbuena	P-2	Rizal NHS	Judge
31.	Dianah Jane C. Tampis	T-3	Magroyong ES	Secretariat-Registration
32.	Aimee Y. Nobleza	T-3	Magroyong ES	Secretariat-Registration
33.	Liza M. Estrada	T-3	Magroyong ES	Secretariat-Food & Snacks Preparation
34.	Mery Glenn J. Sugabo	T-3	Magroyong ES	Secretariat-Food & Snacks Preparation
35.	Matt Ranillo S. Paguia	MT-1	Carrascal NHS	Secretariat/Documenters/Tabulator
36.	Myline O. Patinga	T-1	Carrascal NHS	Secretariat/Documenters/Tabulator
37.	Clint R. Orcejola	T-3	Carrascal NHS	Secretariat/Documenters/Tabulator
38.	Marie Grace O. Aparre	T-3	Cantilan NHS	Secretariat/Documenters/Tabulator



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Telefax No. (086) 211-3225

Email Address: surigaodelsur.division@deped.gov.ph

Website: depedsurigaodelsur.com

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39.	Edmar C. Arayan	T-3	Alba IS	Secretariat/Documenters/ Tabulator
40.	Danilo T. Alcantara	P-2	Wakat NHS	Chair – Secretariat & Stage Decoration
41.	Regina Euann A. Puerto	EPS	Division Office	Chair TWG-Supervisor



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Enclosure no. 2 to Division Memorandum 467, s. 2025

TERMS OF REFERENCE (TOR)

Division Level NUMBERACE 2025

(November 10–12, 2025)

The following Terms of Reference outline the specific duties, responsibilities, and expected deliverables of the officials designated to manage and facilitate the Division Level NUMBERACE 2025.

I. TECHNICAL WORKING GROUP (TWG)

General Function

The Technical Working Group shall take the lead in planning, organizing, implementing, and evaluating the overall conduct of the Division Level NUMBERACE. It ensures that all activities are conducted efficiently, transparently, and in accordance with DepEd standards.

Specific Roles and Responsibilities:

1. Lead the overall management and coordination of the Division Level NUMBERACE Competition.
2. Prepare, review, and secure all contest materials, instruments, and scoring tools before the event.
3. Facilitate the orientation of all coaches, contestants, and contest officials before the competition.
4. Oversee the assignment and performance of Station Marshals, Proctor-Timekeepers, and the Secretariat.
5. Supervise the conduct of the contest to ensure fairness, consistency, and adherence to official guidelines.
6. Oversee the tabulation, verification, and proclamation of results.
7. Address and resolve any contest-related issues, complaints, or procedural concerns during the event.
8. Ensure the proper documentation of all contest proceedings, including attendance, photos, and result summaries.
9. Prepare and submit the post-activity report and evaluation to the Curriculum Implementation Division (CID).
10. Uphold professionalism, transparency, and integrity in all aspects of contest management.



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II. STATION MARSHAL

General Function:

The Station Marshal shall ensure the orderly flow of contestants and the smooth operation of assigned contest stations. He/She serves as the key personnel for maintaining discipline and coordination in the contest area.

Specific Roles and Responsibilities:

1. Supervise the entry and exit of contestants at their assigned station.
2. Verify contestant identity and eligibility before participation.
3. Coordinate with the Proctor-Timekeeper to ensure the readiness of materials and equipment.
4. Ensure that contest materials are properly distributed, collected, and submitted to the TWG.
5. Maintain order and discipline among contestants, coaches, and onlookers within the contest area.
6. Report any irregularities, violations, or technical issues to the TWG immediately.
7. Ensure that only authorized personnel are allowed in the contest area.
8. Assist in crowd control and venue management.
9. Submit all collected outputs and attendance sheets to the TWG for consolidation.

III. PROCTOR-TIMEKEEPER

General Function:

The Proctor-Timekeeper shall simultaneously administer the contest and manage the timing of each round. He/She ensures fairness, accuracy, and orderliness during the entire conduct of the NUMBERACE competition.

Specific Roles and Responsibilities:

1. Administer the contest in accordance with the official guidelines and schedule.
2. Provide clear instructions and reminders to contestants before each round.
3. Monitor contestant behavior to prevent cheating, coaching, or communication during the contest.
4. Start and end each contest round strictly according to the prescribed time, giving clear and audible time signals.
5. Use reliable timing devices and maintain accurate time records for each round.



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6. Collect and secure all answer sheets immediately after each round and submit them to the Station Marshal or TWG.
7. Ensure that the contest area remains quiet, organized, and conducive for concentration.
8. Record and report the actual start and end times for documentation purposes.
9. Report any time discrepancies, equipment malfunctions, or contest-related incidents to the TWG promptly.
10. Maintain confidentiality of contest materials and uphold integrity throughout the event.

IV. SECRETARIAT

General Function:

The Secretariat serves as the administrative and logistical support unit of the NUMBERACE. It ensures that all documentation, communication, and coordination tasks are efficiently carried out before, during, and after the competition.

Specific Roles and Responsibilities:

1. Facilitate registration of contestants, coaches, and officials and ensure accurate recording of attendance.
2. Prepare and distribute contest materials, score sheets, and other necessary forms before the competition.
3. Assist the TWG in managing communication, documentation, and logistical arrangements.
4. Record proceedings, results, and updates throughout the event for transparency and reporting.
5. Compile and organize contest documents, results, photos, and attendance sheets after the competition.
6. Coordinate with the TWG for the preparation of certificates, awards, and post-activity reports.
7. Provide administrative support, including printing, encoding, and coordination tasks as needed.
8. Ensure safekeeping and confidentiality of all contest-related records and documents.
9. Assist in preparing accomplishment and liquidation reports after the event.

V. GENERAL EXPECTATIONS FOR ALL OFFICIALS

- Uphold the highest standards of **professionalism, fairness, and integrity**.
- Ensure **punctuality, cooperation, and teamwork** throughout the conduct of the event.
- Observe **DepEd ethical standards** and maintain confidentiality of all official results and materials.
- Submit all required reports, forms, and documentation promptly to the TWG.



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