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

February 17, 2025

JOHN OCTAVIOUS S. PALINA PhD
President, Saint Mary's University
Bayombong, Nueva Vizcaya

Sir:

Blissful greetings from DepED Nueva Vizcaya!

This Office through the undersigned gladly informs you that the conduct of the **2025 Nueva Vizcaya Provincial Athletic Association (NVPAA) Meet** with the *Theme: Achieving Excellence and Supremacy through Sports* will be on February 24-27, 2025. It will be played by all participating municipalities across the different sports disciplines which include Basketball.

Anent this, may we earnestly request for the use of the **SMU Grade School and High School Gymnasium** as the **playing venues** (with the use chairs and sound system) **for Basketball on February 24-27, 2025.** It will be prepared/setup by the technical officials on February 21, 2025.

We deem school sports an opportunity exemplifying excellence, supremacy and holistic development of our Novo Vizcayano learners and have been made possible through your unceasing support and utmost consideration regarding this request.

Thank you very much.

ok; c/o VPA office.
TY,
18 Feb 25

Very truly yours,

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

RECEIVED
OVPA
FEB 18 2025
dey

RECEIVED
Date: FEB 17 2025
Signature:
Office of the President
SMU – Bayombong, NV

* Grade School Gym - available
* JHS Gym - available but w/o sound system

dsomelany09171871309

DepED MATATAG
BAGONG PILIPINAS
KAGAWARAN NG EDUKASYON
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Telephone Nos.: (078) 362-0106, 09171589946
Email Address: nuevavizcaya@deped.gov.ph
Website: https://sdonuevavizcaya.com

Province of Quirino
-000-

OFFICE OF THE PROVINCIAL GOVERNOR
Youth Development Program

BAGONG PILIPINAS

February 21, 2025

JOHN OCTAVIOUS S. PALINA, PhD, DBA
University President
Saint Mary's University
Bayombong, Nueva Vizcaya

THRU: SAMUEL B. DAMAYON, JD
Dean, Student Affairs and Services
Quirinian Students' Orgnaization – SMU Chapter

Dear Dr. Palina,

Greetings with Love and Service!

In our commitment to supporting Quirinian students, the Provincial Government of Quirino will once again provide Educational Assistance for the 2nd semester of AY 2024-2025. We kindly request your consideration in excusing Quirinian students from their classes on March 10, 2025, from 8:00 AM onwards to attend the distribution at your institution, along with students from various schools in Bayombong, Nueva Vizcaya.

Additionally, we request that your institution serve as the venue for the said distribution of the program at Tonus Gymnasium. The following requirements must be prepared before and during the event. Please provide two (2) copies of each requirement.

1. **Request Letter addressed to Governor, Dakila Carlo E. Cua**
2. **Certificate of Enrollment/Certificate of Registration**
3. **Two Photocopies of the School ID**, each bearing three (3) signatures.
4. **Kindly bring their respective I Love Quirino ID**

c/o DSAS & UPA Office
TM

FEB 2 4 20

Thank you very much for your attention and favorable response to this request.

With utmost respect and gratitude,

Tonus Gym is available on March 10 only

JUN VINCENT M. ALAY-AY
Focal Person for Youth Development Program
Executive Assistant I

Rizelle Eimarie Guntalilib
Jaena St. DTM, Bayombong, Nueva Vizcaya 3700
09276142978
Email: guntalilibriz@gmail.com
March 22, 2025

Office of the Vice President
Saint Mary's University
Bayombong, Nueva Vizcaya

Subject: Request for Venue – SMU College Gym for Guinness World Record Attempt

Dear Sir John G. Tayaban,

I hope this letter finds you well. My name is Rizelle Eimarie Guntalilib, an alumna of SMU High School (2011), and I am writing to formally request the use of the SMU College Gym as the venue for my upcoming Guinness World Record attempts for the Largest Spice Painting in the World and the Largest Sketching Lesson in the World.

As a proud Vizcayano and former Marian, I am determined to put Nueva Vizcaya on the world map by creating a 120-square-meter painting using natural spices, a groundbreaking feat that will celebrate our province's culture, talent, and artistic excellence. Given the significance of this event, I believe that SMU—my alma mater—would be the perfect venue to host this historic endeavor.

In addition, I am also preparing to break another world record for the Largest Sketching Lesson in the World, surpassing China's current record of 1,955 participants. This art lesson will be completely free, and I would love for Marians to take part in making history. It is a rare opportunity for students to be part of an international achievement that promotes creativity, education, and unity.

I am hoping to schedule this event on March 27, 2025, or any nearest available date that would be convenient for the university. The event will be well-documented and in strict compliance with Guinness World Records' guidelines. We will also ensure that all necessary protocols and arrangements are in place to maintain the integrity and security of the venue.

This initiative is an opportunity to inspire fellow Marians, students, and artists to dream big and strive for excellence. I would be truly honored to accomplish these feats in the very institution that helped shape my passion and skills.

I would appreciate the opportunity to discuss this request further and coordinate any logistical concerns with your team. Additionally, I would love for SMU to help encourage students to sign up if they are willing to participate in the Largest Sketching Lesson in the World.

Thank you very much for your time and consideration. I look forward to your positive response.

Sincerely,

Rizelle Eimarie Guntalilib
Guinness World Record Challenger

- SMUJHS - 2011 -
- ARTIST - BIBLICAL FUTURIST

Recommending approval

Approved.
Mar 24/25

RECEIVED
MAR 24 2025

covered court is available on March 28, 2025

- 11-20 media/VIPs

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

April 24, 2025

DR. JOHN OCTAVIOUS S. PALINA
President
Saint Mary's University
Bayombong, Nueva Vizcaya

SIR:

Greetings of Peace and Prosperity!

The Schools Division of Nueva Vizcaya is humbly requesting your prestigious office to allow us to conduct the **Fourth Division Management Meeting** (4th ManCoM) on April 29, 2025 in your well-known school as the venue of the activity. The participants are the DepEd top officials, section heads of the schools Division Office and School Principals from the different municipalities of Nueva Vizcaya with a total of 297 participants.

Anticipating much thanks for your kind and favorable action regarding our request. MABUHAY PO KAYO!

Very truly yours,

ALANO C. MENDOZA
Principal IV, District In-Charge-DDN II

JOSIE L. CONDE EdD.
Public Schools District Supervisor-DDN I

MATS :
2 LCD. Projector
2 wireless mics
2 with wire mics
2 mic stand
+ stand by staff

650 - Hall prep/housekeeping before use, clean CR, toilet tissue

* Approved by the President through messenger 4/24

* Tonus Gym is available on April 29, 2025

ALANO - 09970598899

RECEIVED
Date:
Signature: APR 24 2025
Office of the President
SMU - Bayombong, NV

Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: https://sdonuevavizcaya.com/

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

April 24, 2025

DR. JOHN OCTAVIOUS S. PALINA
President
Saint Mary's University
Bayombong, Nueva Vizcaya

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Very truly yours,

ALANO C. MENDOZA
Principal IV, District In-Charge-DDN II

JOSIE L. CONDE EdD.
Public Schools District Supervisor-DDN I

* TONUS Gym is available on April 29, 2025

APR 24 2025

* Approved by the President through messenger 4/24

ALANO - 09270598899

DepED MATATAG
Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya
Cellphone No: • +63 962 681 4945 • +63 992 035 2123
Email Address: nuevavizcaya@deped.gov.ph
Website: https://sdonuevavizcaya.com/

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

July 17, 2025

DR. JOHN OCTAVIOUS PALINA
President, Saint Mary's University
Bayombong, Nueva Vizcaya

Subject: Request for use of TONUS Gymnasium for Management Committee Meeting

Sir,

Greetings!

This is to formally request the use of the TONUS Gymnasium at Saint Mary's University on Tuesday, July 22, 2025, from 8:00 AM to 5:00 PM, for the Management Committee Meeting of SDO Nueva Vizcaya.

This meeting is a vital part of our institutional planning and coordination and we anticipate the attendance of key administrators and school heads. The TONUS Gymnasium is ideal for accommodating the expected number of participants while ensuring a conducive environment for discussion and collaboration.

We will ensure that all university policies regarding the use of facilities are strictly observed, including cleanliness, security, and proper handling of equipment. Should there be any requirements or procedures we need to fulfill prior to the event, kindly let us know so we may comply accordingly.

We appreciate your consideration of this request and look forward to your favorable response.

Sincerely,

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent

*Tonus Gymnasium is available on July 22, 2025
7/17/25

Approved:

DR. JOHN OCTAVIOUS PALINA
President, Saint Mary's University
JUL 17 2025

DepED MATATAG
Address: Garcon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
Cellphone No: +63 962 681 4945 / +63 992 035 2123
Email Address:
Website:

Sir Bata - 0997 972 2660 - Bambang North Elem School Principal

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

Document Code	BOMS-VPA-FO-009, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 2

REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: April 29, 2025 Department/Office: DepEd

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
Tennis Gym	May 2, 2025 6:00 pm - 8:00 pm	20	Basketball

☒ Without Aircon ☐ With Aircon Charge to: _____

Requested by: Aaron Bernas
Signature Over Printed Name

Recommending Approval: _____
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Contact no. of requesting individual: _____

approved by VPA via messenger JDD

Approved/Disapproved: DR. JOHN G. TAYABAN
VP for Administration
29 APR 2025

available JDD
29 APR 2025

Remarks: _____

ACCOUNTING OFFICE

Rental Fee: _____
OR No.: _____
Date Paid: _____
Noted by: _____

REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: 3/14/25 Department/Office: _____

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
COVERED COURT	MARCH 28, '25	1 and STAFF + MEDIA	GUINNESS WORLD RECORDS OFFICIAL ATTEMPT

☑ Without Aircon ☐ With Aircon Charge to: _____

Requested by: _____
Signature Over Printed Name

Contact no. of requesting individual: _____

Recommending Approval: _____
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Approved/Disapproved: _____
VP for Administration

ACCOUNTING OFFICE
Rental Fee: _____
OR No.: _____
Date Paid: _____
Noted by: _____

Remarks: provide list of outsider guests to the security guard

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

	Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 2

REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: 02/24/25 Department/Office: DIVISION OFFICE

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
SMUJHS G-IM	FEB. 25 & 26, 2025	40	PLAYING VENUE FOR TABLE TENNIS

☑ Without Aircon ☐ With Aircon Charge to: _____

Requested by: JOHN REY B. GONZALES
Signature Over Printed Name

Contact no. of requesting individual: _____

Recommending Approval: _____
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Approved/Disapproved: _____
VP for Administration

Remarks: CHRF

ACCOUNTING OFFICE

Rental Fee: _____
OR No.: _____
Date Paid: _____
Noted by: _____

BAYOMBONG, NUEVA VIZCAYA, PHILIPPINES

OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION

Document Code	BOMS-VPA-PO-009, Rev. 00
Effectivity Date	2024/12/08
Page/s	Page 1 of 2

REQUEST FORM FOR THE USE OF FACILITIES

IMPORTANT: Before accomplishing this form, please read the instruction at the back.

Date of request: 02/24/25 Department/Office: QSO - SMU Chapter

FACILITY/FACILITIES	DATE/TIME	NO. OF PARTICIPANTS	PURPOSE
TONUI GYMNASIUM	MARCH 10, 2025 @8am	±100	Educ Assistance Payout
	8:00-5:00 pm	Needs:	Sound System Tables for distribution Chairs (Monitor)

☑ Without Aircon ☐ With Aircon Charge to: _____

Requested by: RODEL G. SALVADOR JR.
Signature Over Printed Name
Contact no. of requesting individual: 09297[illegible]

Recommending Approval: Samuel Damayan Jr.
Signature Over Printed Name
(Dean/Principal/Office Head/Supervising VP)

Approved/Disapproved: _____
VP for Administration

available
24 FEB 2025

ACCOUNTING OFFICE
Rental Fee: _____
OR No.: _____
Date Paid: _____
Noted by: _____

Remarks: _____

8th Regional CEAP 2024 Narrative Report

With the theme “Kaakbay sa Paglalakbay,” nine competing schools participated in the 8th Regional Catholic Educational Association of the Philippines (CEAP) Sports and Cultural on April 4-7, 2024 hosted by Saint Mary’s University (SMU).

The nine competing schools that attended the CEAP 2024 were Lyceum of Aparri, Lyceum of Tuao, Our Lady of the Pillar College-Cauayan, Our Lady of the Pillar College-San Manuel Inc., Saint Ferdinand College-Ilagan, Saint Joseph’s College-Baggao Inc., Saint Paul University of the Philippines-Tuguegarao, University of Saint Louis Tuguegarao, and Saint Mary’s University.

A eucharistic celebration was presided over by Bishop Jose Elmer Mangalinao, bishop of the Diocese of Bayombong, followed by a parade around the town prior to the opening program on April 4.

During the opening program, SMU President Dr. John Octavious Palina stated that the four-day gathering is an opportunity to come as one and engage in competitions that will not only allow the students to demonstrate their abilities, talents, and skills but also develop their characters.

Bayombong Mayor Antonio Sergio "Tony" G. Bagasao and Nueva Vizcaya Governor Jose "Jing" Gambito, represented by Hon. Roland Carub Member, Sangguniang Panlalawigan Province of Nueva Vizcaya, also welcomed the participants of CEAP by highlighting the importance of sports and youth development.

Msgr. Gerard Ariston Perez, CEAP Regional Trustee, also delivered a message regarding the role of CEAP not just in schools but also in society. Meanwhile, Mr. Briane Jechrichi Acluba, Regional Sports Coordinator of the Commission on Higher Education Region 2, also gave a message commending private schools in their performance to sports activities. Finally, Atty. Marco Cicero Domingo, Director-in-Charge of CHED Region 2, declared the opening of the 2024 CEAP Regional Meet.

Furthermore, Dr. Mary Grace Bulatao, SMU sports coordinator, stated that host school SMU have gone through the details to ensure that everything is planned and that what has been planned is now being implemented.

The lighting of torch and hoisting of banners signified the start of the four-day event and lit by the representatives of each school.

After the opening program, a solidarity meeting, welcome dinner, and giving of certificates to the nine schools was conducted at Sacred Heart Center.
Students from the host school performed various performances.

Games proper and socio-cultural events took place on April 5 and 6 at the three different campuses of the host school.

Saint Mary's University concludes the 8th Regional Catholic Education Association of the Philippines (CEAP) Sports and Socio-Cultural Meet mounting a total score of 1164, seizing the championship title.

Following with 1071.5 points, the University of Saint Louis-Tuguegarao plucks first runner-up. Followed by Lyceum of Tuao amassing a total score of 725. 5 as the second runner-up while Saint Joseph's College - Baggao capped a final score of 633.5.5 finishing the event as third runner-up, and fourth runner-up was Our Lady of the Pillar College - San Manuel.

The schools were awarded during the closing program held on April 7, ending the four-day sports and cultural events between the nine catholic schools from the region.

SMU University President Dr. John Octavious Palina, spearheaded the extinguishment of the torch which was followed by live performances by the Marian Dance Troupe and SMU Band to formally end the Regional Meet.

Facebook links:

1. Participating Universities and Colleges in the CEAP Meet 2024
2. CEAP Meet 2024 SPUP Delegates
3. CEAP SMU Delegates
4. Our Lady of Pillars College Delegates
5. Saint Ferdinand College Delegates

OPENING PROGRAM










LYCEUM OF
APARRI
CEAP
MEET
2024


CEAP
MEET
2024


SAINT MARY'S UNIVERSITY
CEAP
MEET
2024


CEAP
MEET
2024


WELCOME
DELEGATES!!
<3
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MEET
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MEET
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CEAP
MEET
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SAINT MARY'S UNIVERSITY
CEAP 2024
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MEET
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2024
SPORTS AND CULTURAL MEET
ILIARY LEVEL
sa Paglakbay
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CLOSING PROGRAM















SPORTS AND CULTURAL EVENTS














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2024













Photos: https://bit.ly/smu-themarian-ceap-meet-2024-coverage

SHARED SPORTS FACILITIES

FACILITIES: SMU GYMNASIUM & SMU CICM OUTSIDE COURT

EVENT: BASKETBALL - TUNE-UP GAMES of SMU VARSITY WITH OTHER ORGANIZATIONS

1. Tune-up with Solano EVPS Anders Team – January 12, 2024



2. Solano Selection Intertown Players – January 19, 2024



3. Team District 4 – January 24, 2024



4. EVPS Jr. SBDL – Champion – January 28, 2024



5. Team Nueva Vizcaya State University – January 31, 2024



FACILITIES: SMU OVAL

EVENT: BASEBALL - TUNE-UP GAMES of SMU VARSITY WITH OTHER ORGANIZATIONS

1. BINTAWAN NATIONAL HIGH SCHOOL – January 25, 2024





2. Ifugao State University – November 3, 2024

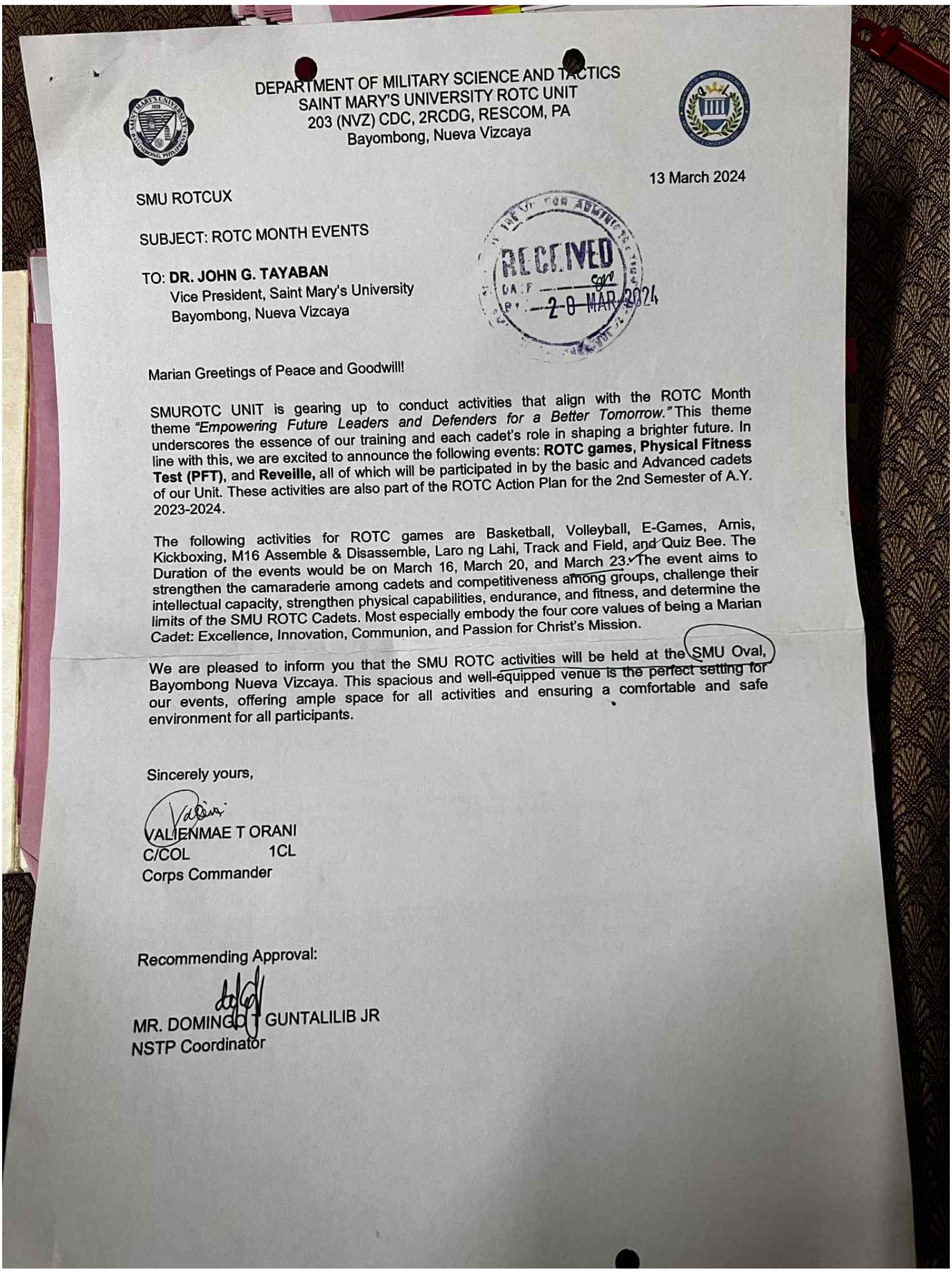


Shared Sports Facilities

Facilities: SMU Oval

Event: ROTC UNIT Games, Physical Fitness Test (PFT) Reveille

Date: March 16, 23 and 23, 2024



DEPARTMENT OF MILITARY SCIENCE AND TACTICS
SAINT MARY'S UNIVERSITY ROTC UNIT
203 (NVZ) CDC, 2RCDG, RESCOM, PA
Bayombong, Nueva Vizcaya

13 March 2024

SMU ROTCUX

SUBJECT: ROTC MONTH EVENTS

TO: **DR. JOHN G. TAYABAN**
Vice President, Saint Mary's University
Bayombong, Nueva Vizcaya

RECEIVED
DATE 20 MAR 2024

Marian Greetings of Peace and Goodwill!

SMUROTC UNIT is gearing up to conduct activities that align with the ROTC Month theme *"Empowering Future Leaders and Defenders for a Better Tomorrow."* This theme underscores the essence of our training and each cadet's role in shaping a brighter future. In line with this, we are excited to announce the following events: **ROTC games**, **Physical Fitness Test (PFT)**, and **Reveille,** all of which will be participated in by the basic and Advanced cadets of our Unit. These activities are also part of the ROTC Action Plan for the 2nd Semester of A.Y. 2023-2024.

The following activities for ROTC games are Basketball, Volleyball, E-Games, Arnis, Kickboxing, M16 Assemble & Disassemble, Laro ng Lahi, Track and Field, and Quiz Bee. The Duration of the events would be on March 16, March 20, and March 23. The event aims to strengthen the camaraderie among cadets and competitiveness among groups, challenge their intellectual capacity, strengthen physical capabilities, endurance, and fitness, and determine the limits of the SMU ROTC Cadets. Most especially embody the four core values of being a Marian Cadet: Excellence, Innovation, Communion, and Passion for Christ's Mission.

We are pleased to inform you that the SMU ROTC activities will be held at the SMU Oval, Bayombong Nueva Vizcaya. This spacious and well-equipped venue is the perfect setting for our events, offering ample space for all activities and ensuring a comfortable and safe environment for all participants.

Sincerely yours,

VALIENMAE T ORANI
C/COL 1CL
Corps Commander

Recommending Approval:

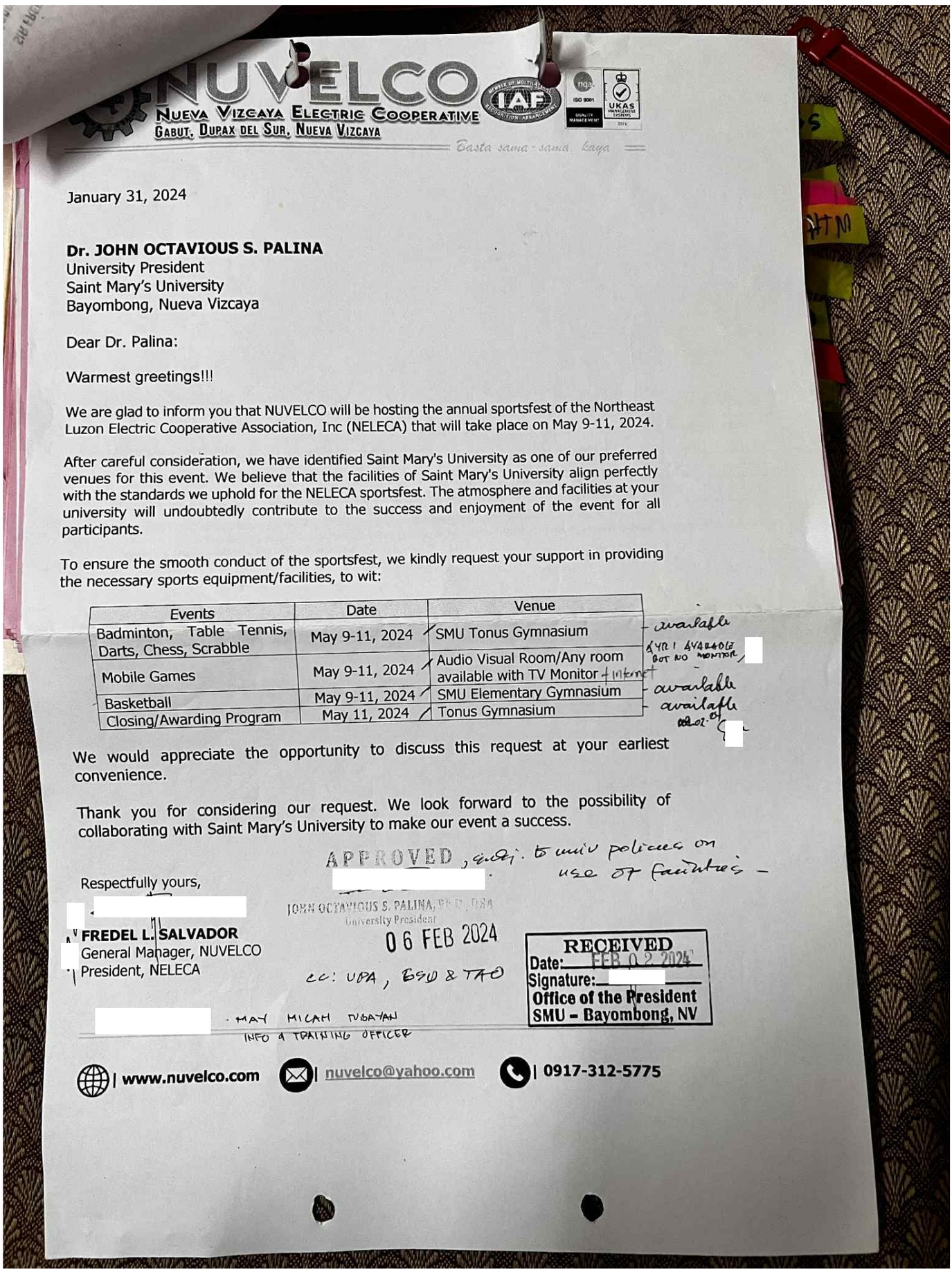
MR. DOMINGO T GUNTALILIB JR
NSTP Coordinator

Shared Sports Facilities

Facilities: SMU Gym, SMU Elem Gym

Event: Northeast Luzon Electric Cooperative Association, Inc. (NELECA)

Date: May 9-11, 2024



NUVELCO
NUEVA VIZCAYA ELECTRIC COOPERATIVE
GABUT, DUPAX DEL SUR, NUEVA VIZCAYA
Basta sama-sama, kaya

January 31, 2024

Dr. JOHN OCTAVIOUS S. PALINA
University President
Saint Mary's University
Bayombong, Nueva Vizcaya

Dear Dr. Palina:

Warmest greetings!!!

We are glad to inform you that NUVELCO will be hosting the annual sportsfest of the Northeast Luzon Electric Cooperative Association, Inc (NELECA) that will take place on May 9-11, 2024.

After careful consideration, we have identified Saint Mary's University as one of our preferred venues for this event. We believe that the facilities of Saint Mary's University align perfectly with the standards we uphold for the NELECA sportsfest. The atmosphere and facilities at your university will undoubtedly contribute to the success and enjoyment of the event for all participants.

To ensure the smooth conduct of the sportsfest, we kindly request your support in providing the necessary sports equipment/facilities, to wit:

Events	Date	Venue
Badminton, Table Tennis, Darts, Chess, Scrabble	May 9-11, 2024	SMU Tonus Gymnasium
Mobile Games	May 9-11, 2024	Audio Visual Room/Any room available with TV Monitor + internet
Basketball	May 9-11, 2024	SMU Elementary Gymnasium
Closing/Awarding Program	May 11, 2024	Tonus Gymnasium

available
4 YR 1 AVAILABLE BUT NO MONITOR
available
available

We would appreciate the opportunity to discuss this request at your earliest convenience.

Thank you for considering our request. We look forward to the possibility of collaborating with Saint Mary's University to make our event a success.

APPROVED, subj. to univ policies on use of facilities

Respectfully yours,

FREDEL L. SALVADOR
General Manager, NUVELCO
President, NELECA

JOHN OCTAVIOUS S. PALINA, [illegible]
University President
06 FEB 2024

cc: UPA, BSD & TAO

RECEIVED
Date: FEB 02 2024
Signature:
Office of the President
SMU – Bayombong, NV

- MAY MICAH TUBAYAN
INFO & TRAINING OFFICER

| www.nuvelco.com | nuvelco@yahoo.com | 0917-312-5775