



Department of Education
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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DIVISION MEMORANDUM

No. 195, s. 2013

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Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 8/2/13 Time: 9:57
By: [Signature]

To : Education Program Supervisors/ Coordinators Designates
Public Schools District Supervisors
Public/Private Elementary & Secondary School Heads
Division Office Personnel/Staff
This Division

From : [Signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Date : [Signature]
July 31, 2013

Subject: MALAYBALAY CITY DIVISION @ 4 YEARS

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1. The Division of Malaybalay City will celebrate its 4th **Foundation Anniversary** on September 1, 2013 with the theme: **“Educators and Stakeholders: Working Together for Excellence in Education”**.
 2. The objectives of the celebration is to:
 - a. commemorate the establishment of the Division of Malaybalay City;
 - b. disseminate information and development of the Division’s existence after four years;
 - c. give tribute to the retirees for the exemplary performance and services rendered to the Department of Education as Teacher and School Heads;
 - d. recognized stakeholders for the assistance/support given to the Schools in the Division;
 - e. award top performing teachings, school administrators and office personnel; and
 - f. showcase the talents of teachers, supervisors, school heads and division office personnel.
 3. Each District/School/group should agree of the color of the T-Shirt to be worn during the celebration, everybody is enjoined to actively participate in all activities intended for the 4th Foundation Anniversary Celebration.
 4. Enclosed are the schedule of activities, Mechanics of Cheer Dance Contest, Working Committees as well as their corresponding roles and functions.
 5. Wide dissemination of this Memorandum is hereby desired.

4th FOUNDATION ANNIVERSARY CELEBRATION SCHEDULE OF ACTIVITES

- **Day 1 - August 31, 2013 (Saturday) ‘SPORTS FEST’**
Venue: Barangay 4 Covered Court

7:30 am	- Arrival & Registration
8:00 am	- Opening Program & Cheering Contest
9:00 am	- Start of Games
12:00-1:00pm	- Lunch Break
1:00 pm	- Games continued

Groupings:
Team A (Green) - Central & Far East
Team B (Blue) - North & South
Team C (Red) - East & West
Team D (Yellow)- Secondary Schools

Games to be played: Basketball – Male Teachers
Volleyball – Female Teachers

- **MECHANICS of the CHEER- DANCE CONTEST:**

1. There are only four (4) competing teams, namely:
 - Team A (Green) - Central & Far East Districts
 - Team B (Blue) - North & South Districts
 - Team C (Red) - East & West Districts
 - Team D (Yellow) - Secondary Schools
2. Each team must have at least 20 to 30 members, mixed, with at least 8 -12 males in a group.
3. The contest is limited to cheer and dance only. **No pyramids. No flyers.**
4. Costumes of participants must be simple and in decent form. Use of props (Pompoms) will be tolerated to add festive mood, however, Pyrotechnics and other hazardous or dangerous props is strictly prohibited.
5. Each group is given **5 to 8 minutes** to perform including entrance and exit. Two (2) points will be added to the **final rank** of each team for every minute or fraction thereof that will exceed to the time allotted. Timers are commissioned by the organizer to do the task.
6. The decision of the Board of Judges is final.
7. **Criteria for Judging:**
 - a. Mastery - 40%
 - Coordination
 - Precise execution
 - b. Choreography - 30%
 - Clarity of formation
 - Fluidity of steps
 - Special effects
 - c. Costume & Props - 20%
 - d. Over-all impact - 10%

Total = 100%

• Day 2 - September 1, 2013 (Sunday)

Time	Activity	Persons Involved	Venue
6:00- 7:30 am	Thanks Giving Mass	-Catholic SPG Officers of MCCS, BCT ES, Sumpang ES, Barangay 9 ES, Casisang CES, Kalasungay CES, AVES; - SSG Officers of Buk. NHS (main) from 1st – 4th Year, BNHS Annex Casisang, BNHS Annex Kalasungay; - Teachers and personnel of Buk. NHS, MCCS, Sumpang ES, Kalasungay CES, Casisang CES, AVES, Barangay 9 ES, and BCT ES; - School Administrators, Public Schools District Supervisors, Division Personnel, - PTA Federation Officers; Heads & Private Schools Teachers <i>Note: All Schools in the Division are requested to prepare a Love offering in kind wrapped in water cellophane.</i>	BSU Gym
8:00 am	- Assembly Time - Assembly Area: Capitol Grounds near Stage	-Mr. Luis Alajar, Jr. & Far East District -Select teachers, Administrators, PSDS to participate in the motorcade, shall provide their own vehicle with tambol/band, decorated with balloons.	Route: - From Capitol grounds- Caul - Magsaysay- CM Recto St.- Fortich Highway to BSU gym.
8:15 am	-Motorcade around the City		
9:00 am	-Program Proper/ Education Forum -Awarding of:	Keynote Speaker: Hon. Florencio T. Flores , Congressman, 2nd District Hon. Jose Ma. R. Zubiri Governor Hon. Ignacio W. Zubiri City Mayor Outstanding Public Elem. School Teacher, ALS, Multi-Grade, SPED, Pre-School, Public Secondary School Teacher, Master Teacher (elementary & secondary), Elem. School Administrator (Central, Non-Central & Multi-Grade Category), Public Secondary School Administrator, Public Schools District Supervisor, Club Adviser (elementary & secondary), Coach (elem. & secondary), Administrative Staff & Outstanding EPS - Awarding of Benefactors - Tribute to Retirees: Teachers & School Heads	BSU Gym
12:00-1:00pm		“SALO-SALO”	
1:00-3:00 pm	“Pasundayag sa Abilidad” -Evolution of Dances (1960’s to the latest craze)	-Each District, Clustered Secondary Schools, BNHS/Annexes and Division Office must have at least 20- 40 dancers/performers. -Each group is given 5-8min. to perform including entrance & exit.	
3:00-5:00pm	Closing Program & Awarding of Winners – Sport Fest	Program & Awards Committee	

WORKING COMMITTEES

COMMITTEE	PERSONS IN-CHARGED	FUNCTION/S
Overall/Steering	Chair: Jutchel L. Nayra, DPA. Co-Chair: Ralph T. Quirog Members: Pariso L. Orong Apolinario L. Ravidas Lorenzo O. Capacio Benjamin E. Macario Noel N. Tan Nery Jovy G. Molina Aurelio A. Tilanduca Paul O. Orong Amparo C. Bautista Dinaflor L. Raagas Manuelito O. Melendez Adviser: Edilberto L. Oplenaria Schools Division Superintendent	<ul style="list-style-type: none"> Responsible for the proper conduct of all activities. Sees to it that all plans are well carried out.
Motorcade/ Hall Prep/ Police security	Chair: Luis A. Alajar, Jr. Co-Chair: Jovy G. Molina Members: All School Heads of Far East District	<ul style="list-style-type: none"> Secure permit from the Mayor for the conduct of the motorcade. Requests for Police Security from the PNP. Attends to the physical arrangement of the Kaamulan Open Theater(KOT) Assigns Marshalls who will guide the participants in the motorcade. Sees to it that the venue is clean, well-prepared and in order for the activity.
Thanksgiving Mass/ Table setting	Chair: Rosie A. Salupado Co-Chair: Ma. Concepcion S. Reyes Members: Ellen N. Delante, Ph.D. Rosemarie Egama SPED Teachers (MCCS/BNHS)	<ul style="list-style-type: none"> Coordinates with the priest; reminds the giving of offerings, order of the mass, readers, songs and others.
“Salo-Salo” Food and Refreshments Committee for Presidential Table & visitors	Chair: Ana Belen S. Muring, Ph.D Co-Chair: Lorenzo O. Capacio Members: All PSDS, School Heads of South District, Clustered Sec. Schools Nimfa Hoy Nelly Salga Anabelle Miquiabas	<ul style="list-style-type: none"> Coordinates with the school heads & PSDS for food provision. Makes sure that the venue and other facilities needed are prepared. Manages the whole activity. Sees to it that there is enough food in the presidential table. Arranges the table/ sets including skirting. Solicits viands and fruits from the different schools and districts for the presidential table.
Invitation & Documentation	Chair: Josie D. Zamora Co-Chair: Paul Arias Members: Apolinario L. Ravidas And All School Heads of North District	<ul style="list-style-type: none"> Prepares and sends invitation letters to invited guests. Follows- up to confirm attendance of the invited guest. Documents all the activities from the start of the celebration up to the end.
Program	Chair: Lou-Ann J. Cultura Co-Chair: Noel A. Tan Nery Members: All School Heads of West District	<ul style="list-style-type: none"> Prepares program and distribute it to all concerns. Finalizes the program Coordinates with people involved in the program.

Registration	Chair: Florabelle Poras Co-Chair: Novem Sescon Members: All Personnel at the Records & HR Unit.	<ul style="list-style-type: none"> Facilitates the registration of all participants
Solicitation	Chair : Jasmine J. Adtriatco Co-Chair: Letecia N. Palle Members: Jovy G. Molina Romil Jabonero Norma Manubag Coslita K. Muring Virgilyn R. Pizaro Sybil L. Maputi	<ul style="list-style-type: none"> Solicits prizes/trophies for the Sports Fest, Cheer-Dance Contest and other needs of the celebration. Distributes and retrieves solicitation of letters. Accounts all solicited amount.
Finance Committee	Chair: Rhysa Cyle C. Rosalejos, CPA Co-Chair: Rufelia J. Limbengco Members: All Personnel at the Accounting and Cashiering Unit.	<ul style="list-style-type: none"> Accounts all money of the celebration. Receives the collection from the Solicitation
Awards Committee	Chair: Analie L. Ocier Co-Chair: Aurelio A. Tilanduca Members: All School Heads of East District	<ul style="list-style-type: none"> Prepares certificates & Plaques for the awardees (Teachers, School Heads, PSDS & Benefactors) Assist in the awarding ceremony
Stage Decoration , Hall Preparation Streamers , and Leis making	Chair: Ralph T. Quirog Co-Chair: Benjamin E. Macario Members: Everardo C. Calopez All School Heads of Central District, BNHS- Main & Annex Isabel J. Kionisala Barbara Joey Moreno Julie P. Alas Edelina M. Ebor Francis T. Malatamban Select Students of BNHS	<ul style="list-style-type: none"> Decorates the stage with flowers and others. Sees to it that the stage is well arranged and presentable suited for the occasion. Consults the SDS Provides streamers to be hanged on August 26, 2012 in the Division Office. Provides streamers to be hanged at the plaza and BSU Gym.
Backdrop	Chair: Gregory Paul E. Lucero Members: Valentino Ebor Aldrin Cork Ramon T. Castor, Sr. Select Students of BNHS	<ul style="list-style-type: none"> Prepares the back drop and its decoration. Consults the SDS
Light & Sound	Chair: Antonio I. Tan Members: Bernardo Tagudin Albert Sarno	<ul style="list-style-type: none"> Sees to it that the sound system is ready and in good condition. Coordinates with the BSU Sound & Light System Personnel. Makes sure that there will be no gap in the program due to sound and other technical problems.
Media Coverage	Chair: Wendy O. Egoy Members: All ALS Teachers	<ul style="list-style-type: none"> Coordinates with the local, regional and national media for publicity. Disseminates information to the public with regards to the celebration.
Usherettes & Medics/First Aid Committee	Chair: Nancy L. Dequito Members: All Nurses in the Districts including the nurses of BNHS.	<ul style="list-style-type: none"> Ushers the visitors and guests. Assists the other committee in the reception. Provides medical assistance during the Sports Fest & emergency cases.
Pasundayag sa Abilidad	Chair: Lou-Ann J. Cultura Co-chair: Ralph T. Quirog	<ul style="list-style-type: none"> Facilitates and manages the order of the presentations.
SPORTS FEST	Chair: Lou-Ann J. Cultura Co-Chair: Luis S. Alajar, Jr. Members: All District Sports Coordinator	<ul style="list-style-type: none"> Facilitates and manages the Cheer Dance Contest & games in the Sports Fest 2013 Invites Board of Judges Identify Officiating Officials