



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

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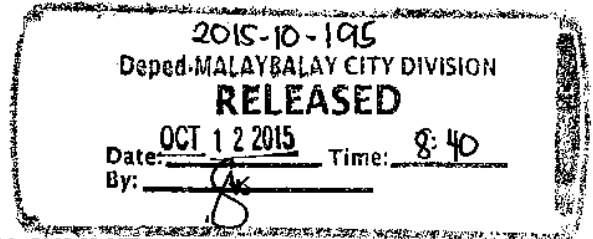
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October 12, 2015

DIVISION MEMORANDUM

No. 393 s. 2015



**K to 12 SENIOR HIGH SCHOOL SUMMIT
(Caravan cum Forum)**

To: Chief Education Supervisors in CID & SGOD
Education program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialist
Elementary and Secondary School Heads
All Others Concerned
This Division

1. In line with our continuous pursuit for an increased awareness and support as we approach the implementation of Senior High School, this office will hold a K to 12 Senior High School Summit (Caravan cum Forum) on **October 28, 2015** (Wednesday) 10:00 a.m. at Bukidnon State University Gymnasium, Malaybalay City.
2. This K to 12 Senior High School Summit (Caravan cum Forum) aims to:
 - a. promote awareness of Senior High School Program;
 - b. forge a commitment of support from the Local Government Units and other sectors in the community especially the DepEd Stakeholders;
 - c. provide a venue for concerns and issues regarding Senior High School Program Implementation to be aired and clarified.

3. Expected participants are Multi-stakeholders comprised of DepEd Officials, Teaching and Non-Teaching Personnel, Local Government Officials, Legislators, Partners NGAs, Private Sectors, Parents, Students, and media personnel from the divisions with corresponding slots:

Division of Malaybalay City - 400
 Division of Bukidnon- 500
 Division of Valencial City- 200
 1,100

Division of Malaybalay City

City Mayor	1	Bangcud NHS	20
City Vice Mayor	1	Managok NHS & Annex	25
Congressman	1	Lalawan, Miglamin	
City Councilors	11	San Martin AINHS	15
Barangay Chairman	46	Can-ayan IS	10
LGU Department Heads	17	Busdi IS	5
PTA Division Officers	15	Casisang NHS	10
ManCom Family	80	MCSNHS	5
SDS	1	MCNHS	5
Chiefs	2	Silae NHS with Annex St. Peter	10
Non- DepEd Schools	38	BNHS with Annexes	40
Marywoods -3 BBCA -5 MATI-5 Casisang IS-3 St. Michael HS-3 St. Isidore of Zamboanguita-3 St. Isidore of Sinanglanan - 3 San Isidro College- 5 STI Malaybalay- 3 BSU- 5		SSG Division Federation Officers	7
		Kalasangay NHS	5
		Local Stakeholders and media	30
		Total	400

4. The specified schedule and venue of the forum are contained in the following enclosures.

- Enclosure No.1: Specified Schedule of the K to 12 Summit (Caravan cum Forum)
- Enclosure No. 2: List of Working Committees with specified functions.

5. Morning snack and lunch of all participants shall be charged to the K to 12 Funds downloaded to the Division. Travelling and other expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. Participants are requested to wear a yellow Polo-Shirt with Division Logo with TAYO PARA SA EDUKASYON and be at the assembly Area at Capitol (Back Stage) 7:30 in the morning for the Motorcade.

7. For more queries regarding this event please contact **Ralph T. Quirog** , Chief Education Supervisor in Curriculum Implementation Division(CID) with CP No. 09175594867.

8. Immediate dissemination on the content of this Memorandum is desired.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Enclosure 1

**SCHEDULE OF THE K to 12 Summit
(Caravan cum Forum)**

Date	Venue
<p style="text-align: center;">October 28, 2015 8:00 a.m. Assembly Area (Capitol back Stage) 8:30 Start of the Motorcade</p>	<p>K to 12 SHS Motorcade Around the City Capitol-Caul-Bonifacio Drive- Magsaysay-Sta. Cruz-Sumpong Fortich St.-Capt. Melendez St.- Impalambong-Casisang Welcome- Highway-BSU.</p> <p>Note: Every School/Group shall provide their own vehicle/s with banners/tarpaulins and balloons.</p>
<p style="text-align: center;">October 28, 2015 10:00 am to 2:00 pm.</p>	<p>K to 12 Provincial Summit Bukidnon State University Gym Malaybalay City</p>

WORKING COMMITTEES

COMMITTEE	PERSONS IN-CHARGED	FUNCTION/S
Overall/Steering	Chair: EDILBERTO L. OPLENARIA, CESO VI Co-Chairs: Ralph T. Quirog Dr. Lorenzo O. Capacio Jutchel L. Nayra Members: Noel N. Tan Nery Jovy G. Molina Carlos G. Rara Dr. Jesus V. Muring Dr. Romil T. Jabonero Ma. Antonnietta S. Reburiano Virgilio R. Pizarro Manny Pimentel Coslita K. Muring Dr. Susan S. Olana	<ul style="list-style-type: none"> • Responsible for the proper conduct of all activities. • See to it that all plans are well carried out.
Motorcade	Chair: Ferdinand V. Mortera Co-Chair: Sonny M. Rojas Members: All Secondary School Heads Anastacio M. Ma Teofilo L. Ontoy Victor P. Maestrado	<ul style="list-style-type: none"> • Secure permit from the Mayor for the conduct of the motorcade. • Plan out the route of the motorcade
Hall Prep	Chair: Dr. Jesus V. Muring Members: Rosalio Arangco John P. Rarogal Engr. Leslie Fontanilla Flavio Alas	<ul style="list-style-type: none"> • Attend to the physical arrangement at BSU. • See to it that the venue is clean, well-prepared and in order for the activity.
Police security	Chair: Carlos G. Rara Co-Chair: Hubert Tirol Members: Alberto L. Berondo Roland R. Eugenio	<ul style="list-style-type: none"> • Request for Police Security from the PNP. • Assign Marshalls who will guide the participants in the motorcade.
Foods & Refreshments	Chair: Imelda S. Benthillo Members: Rosie A. Salupado Ma. Concepcion S. Reyes Analy L. Ocier Ma. Antonnietta S. Reburiano	<ul style="list-style-type: none"> • Coordinate with the school heads & PSDS for food provision. • Make sure that the venue and other facilities needed are prepared. • Manage the whole activity. • See to it that there is enough food in the presidential table. • Arrange the table/ sets including skirting.
Documentation, Technical Committee and	Chair: Juchel L. Nayra Members: Paul John Arias Manuel Dinlayan Kirvy Don Abendano	<ul style="list-style-type: none"> • Document all the activities from the start of the celebration up to the end. • Assist in the technical flow of the program using ICT.

COMMITTEE	PERSONS IN-CHARGE	FUNCTION/S
preparation of the Tarpaulin	Jimdandy S. Lucine Gretchen V. Catane Xian Alas Ivan Pojas Sam Villahermosa	<ul style="list-style-type: none"> • See to it that the tarpaulins are hung at the venue
Invitation	Chair: Rachel R. Valde Member: Noel A. Tan Nery Perlita Wales Dr. Angelina Cacharo Jasmin J. Adriatico Wendy O. Egoy Gretchen V. Catane	<ul style="list-style-type: none"> • Prepare and send invitation/request letters to invited guests and BSU. • Follow-up to confirm attendance of the invited guest.
Program	Chair: Lou-Ann J. Cultura Members: All EPS of CID Lorna Lapeciros	<ul style="list-style-type: none"> • Prepare program and distribute it to all concerns. • Finalize the program • Coordinate with people involved in the program. • Coordinate & Prepare for invitation of City Band
Registration	Chair: Analy L. Ocier Co-Chair: Jovy G. Molina Members: All School Heads	<ul style="list-style-type: none"> • Facilitate the registration of all participants
Solicitation	Chair : Perlita Wales Co-Chair: Coslita K. Muring Norma Manubag Virgilin R. Pizaro Leny G. Ama Antonnieta S. Reburiano Secondary School Heads	<ul style="list-style-type: none"> • Solicit for the expenses of the celebration • Distribute and retrieve solicitation of letters. • Account all solicited amount/in-kind.
Stage Decoration	Bukidnon NHS Chair: Everardo C. Calopez Members: Barbara Joey Moreno Julie P. Alas Edelina M. Eborá Francis T. Malatamban Select Students of BNHS	<ul style="list-style-type: none"> • Decorate the stage with flowers and others at BSU. • See to it that the stage is well arranged and presentable suited for the occasion. • Consult the SDS
Leis Preparation for Guest	Chair: Ellen N. Delante Archie B. Conol Purisima J. Yap Lorna M. Lapeciros Guia Gamutin	<ul style="list-style-type: none"> • Prepare Leis for guest and others. • Source fund and materials for such purpose.
Backdrop	Bukidnon NHS Chair: Dr. Susan S. Olana Co-Chair: Gregory Paul E. Lucero Members: Valentino Eborá Ramon T. Castor, Sr. Select Students of BNHS	<ul style="list-style-type: none"> • Prepare the back drop and its decoration. • Consult the SDS

COMMITTEE	PERSONS IN-CHARGED	FUNCTION/S
Finance Committee	Chair: Rhysa Cyle C. Rosalejos, CPA Member: Rufelia J. Limbengco	<ul style="list-style-type: none"> • Account all money solicited.
Light & Sound	Chair: Dr. Susan S. Olana Members: Antonio I. Tan Policarpo Pandan	<ul style="list-style-type: none"> • See to it that the sound system is ready and in good condition at the New Division Office. • Coordinate with BSU. • Makes sure that there will be no gap in the program due to sound and other technical problems.
Media Coverage	Chair: Atty Zamora Members: Josie Zamora Wendy Oca- Egoy Ralph Quirog Jasmin Adriatico Gretchen V. Catane	<ul style="list-style-type: none"> • Coordinate with the local, regional and national media for publicity. • Disseminate information to the public with regards to the celebration.
	Select SPA students of BNHS c/o Dr. Susan S. Olana	<ul style="list-style-type: none"> • Usher the visitors and guests. Assists the other committee in the reception.
Medics/First Aid	Chair: Nancy L. Dequito Members: All Nurses in the Districts including the nurses of Bukidnon National High School	<ul style="list-style-type: none"> • Provide medical assistance during emergency cases. • Should be in attendance in all activities and respond immediately as the need arises.
Cleanliness and Sanitation	Chair: Lorenzo O. Capacio, Ed.D. Co-Chair: Luis S. Alajar All PSDS ALL Secondary School Heads	<ul style="list-style-type: none"> • See to it that the venue is clean and order from the start up to the end of the activity. • Coordinate with the BSU maintenance unit for the proper disposal of garbage. • Remind all teachers to maintain cleanliness and orderliness of the venue.