



Republic of the Philippines
Department of Education
DIVISION OF MALAYBALAY CITY

DPED-MALAYBALAY-CITY-DIVISION
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BY: [Signature]

DIVISION MEMORANDUM

No. 227, s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
All School Heads
All Others Concerned

From: 
REBONGAMIL R. BAGUIO
Schools Division Superintendent

Date: July 10, 2019

Subject: **CONDUCT OF THE DIVISION INSTITUTIONAL CONVERGENCE FOR TEACHING AND NON-TEACHING PERSONNEL**

1. In line with the Human Resource Strategic Plan on Employees Welfare in responding and assessing the needs of the personnel, this Office, in coordination with the Human Resource Development Unit will hold a staff meeting entitled Institutional Convergence on July 30-31, 2019 at Kaamulan Open Theatre.
2. The objectives of the activity are the following:
 - a. provide updates, deliver announcements on the Division's delivery of services (voice of the management);
 - b. accommodate teaching and non-teaching's issues and concerns (voice of the client);
 - c. deliver services through one stop shop government offices;
 - d. encourage participation among teaching and non-teaching personnel in conducive environment.
3. Participants are all Teachers, School Heads, and non-teaching personnel in schools.
4. Enclosure 1 is the Institutional Convergence Schedule, Enclosure 2 is the Institutional Convergence Committee and Enclosure 3 is the Timeline .

Ernest S. Hilig

5. All field participants are expected to be in their prescribed national uniform while Division Office personnel shall wear the conference uniform.

6. Meals and snacks of the field personnel and committees shall be charged against school MOOE and Division MOOE subject to existing accounting and auditing rules and regulation.

7. Should there be queries, contact **WOODROW WILSON B. MERIDA**, Senior Education Program Specialist - Human Resource Development at **09178122754**.

Copy furnished:
Records Unit
HRD

To be posted in the website

INSTITUTIONAL CONVERGENCE SCHEDULE
July 30-31,2019
Kaamulan Open Theatre, Malaybalay City, Bukidnon

Date	District	Venue
First Batch July 30, 2019 7:00 am-5:00 pm	District I- Kalasungay	Kaamulan Open Theatre
	District II -Sumpong	
	District III-Bukidnon NHS	
	District IX- Managok	
	District X- Zamboanguita	
Second Batch July 31, 2019 7:00 am-5:00 pm	District IV-Malaybalay City Central	
	District V- Casisang	
	District VI- Aglayan	
	District VII- Bangcud	
	District VIII-Linabo	

INSTITUTIONAL CONVERGENCE COMMITTEES

July 30-31, 2019

Kaamulan Open Theatre, Malaybalay City, Bukidnon

Committee	In-charge	Function/s
Division Executive Steering Committee	Chairman: Rebonfamil R. Baguio Co-chairman: Sunny Ray F. Amit Members: Lorenzo O. Capacio Ralph T. Quirog	Provides over-all direction of the activity
Secretariat	Chair: Ria K. Alcuizar Co-Chair: Novem S. Sescon Member : Jingky Buna Chairman: Lucilyn Cahucom Co-Chairman: Emelyn Razo Member: Amorelle Faith Go	Prepare the attendance sheets, distribute programs and certificate of appearance. Prepare communication letters to the invited guests and exhibitors. Prepares for signage for seat assignment by school and by district. Prepare/distribute certificate of participation to the participants and certificate of recognition to the speaker/invited exhibitors/committees. Registration in-charge of the participants
Program, Media and Documentation	Chairman: Woodrow Wilson B. Merida-Program Director Co-Chair: Jutchel Nayra Chairman: Pamela Astudillo Co-Chairman: Don Deximo Chairman: Paul Arias Co-Chairman: Manuel Dinlayan II	Over-all program in-charge and post evaluation facilitators Serve as stage Directors Cueing of speaker and presentation Serve as Technical Directors

	<p>Chairman: Paterno Padua Co-chairman: Jade C. Cabañelez</p>	<p>Prepares/Operates laptop and LED wall/LCD projector</p> <p>Lay-out for Division personnel video presentation for staff introduction</p> <p>Provide video and background motion graphics for LED wall</p> <p>Sound system manager and controller Prepares for the sound materials and music</p> <p>Facilitates for the Video and Photo Documentation/layout-design, photo wall, logo, committee ID of the activity</p>
<p>Technical and Physical Management</p>	<p>Chair: Engr. Leslie T. Fontanilla Co-Chair: Arch. Vergiller M. Gomez Members: General Services</p> <p>Chairman: Susan S. Olana Members: DAPSSHI</p> <p>Chairman: Narita T. Padua Members: PESHA</p> <p>Chair: Rommel Jabonero Co-chair: Elvis Cabusas DepEd Band Members Lou Ann A. Viado Elvis Cabusas Benjames Vilbar Dennis Llubit Rhysa Cyle C. Rosalejos Don Deximo Jessie Rex Regañon</p>	<p>Plotting and preparation of booth for government and non-government service providers.</p> <p>Arrangement of tables and chairs</p> <p>Stage decoration and hall preparation</p> <p>Facilitate in the cleaning and orderliness of the venue after the activity.</p> <p>Prepare for the song line-up and monitors the practice of band and booking of sound equipment and instrument</p>

	<p>Chairman: Rosie Salupado Co-chairman: Vicente G. San Miguel Member: Darvy Daguimol</p> <p>Chairman: Lou Ann J. Cultura Co-chairman: Mary Gladys J. Dublas</p> <p>Chairman: Purisima J. Yap Co-chairman: Florabelle Porras</p>	<p>In-charge of the booking of venue and tents and returning of borrowed facilities</p> <p>Organizes the set-up of the visiting kiosk (Kaayuhan Hub) and facilitates the order of the exhibit/bazaar</p> <p>In-charge on the rehearsal/practice of production number</p>
<p>Ways and Means (Invitation , Awards, Token, Transportation)</p>	<p>Chair: Edelina M. Eborá Co-chairman: Sibyl L. Maputi</p> <p>Chairman: Marsfifth M. Mamawag Co-chairman: Analy L. Ocier Members: Bentillo, Imelda S. Pizarro, Virgilin R. Reyes, Maria Concepcion Valde, Rachel R.</p> <p>Chairman : Jasmin J. Adriatico Co-chairman: Alajar, Luis S. Member: Tan Nery, Noel Muring, Coslita K. Balintongog, Liza</p> <p>Chairman:, Bonifacio M. Palo Jr Co-chairman: Ferdinand V. Mortera Members: Molina, Jovy G. Allaba, Aba Q. Pimentel, Manny Muring, Jesus</p>	<p>Prepare awards for door prizes and facilitate for the giving of awards and tokens for the speakers and guests</p> <p>In-charge of Lei production</p> <p>Distribute letters of invitation, solicitation and follow-up status and participation of the invited exhibitors.</p> <p>Coordinate to stations for radio announcement social media</p> <p>Communicate and follow-up status and participation of the invited speakers</p> <p>In-charge of all the activity transportation</p>
<p>Medical, Resources, DRRM, safety and security</p>	<p>Chairman: Dr. Kimberly Huizo Co-chairman: Dr. Marcosjulita Fulgencio</p>	<p>Provide medical and dental services.</p>

	<p>Members: Division Nurses</p> <p>Chairman : Jimdandy Lucine Co-chairman: Alvin Labata</p> <p>Chairman: Joseph Garcia Co-chairman: Cyndilbert Oplenaria</p>	<p>Provide medicines and prescriptions</p> <p>Secures the safety of the venue and perform safety precautionary measures/emergency responder/traffic manager.</p> <p>Coordinates with the Philippine National Police</p>
Personnel and Legal Services	<p>Chairman: Atty. Wincerbogne L. Pesisano</p> <p>Chairman : Rhysa Cyle C. Rosalejos Co-chairman: Janice M. Bautista</p> <p>Chair: Sunshine Gamboa Co-chairman: Rufelia J. Limbengco</p> <p>Chairman: Guia Ma. G. Villahermosa Co-Chairman: Ariel Garcia Members: Evelyn Joy V. Don Ruel T. Brigole Bonna B. Lincasan Jocardo B. Desalan</p>	<p>In-charge on the consultation on legal matters and concern</p> <p>In-charge on the accounting matters</p> <p>GSIS AAO and PLI Verification</p> <p>In-charge on the personnel concerns</p>
Food and Beverages	<p>Chair: Rufelia J. Limbengco Co-chairman: Jade Gilbert Ahectin</p>	<p>Coordinates with the preparation of food</p> <p>In-charge with the meals and snacks of visitors and committees</p>
Usherettes	<p>Chairman: Gretchen V. Catane Co-Chairman: Ethyl Jane Ligando Members Brayan Garces Louella Christie Toylo Sunshine Gamboa Liezel Padrones Mayelou Lou Adajar Shella Novie Canson</p>	<p>Accompany speakers, guests and visitors</p>

SCHEDULE OF ACTIVITIES IN PREPARATION OF THE FIRST INSTITUTIONAL CONVERGENCE (TIMELINE)

Kaamulan Open Theatre, Malaybalay City, Bukidnon
July 29-31,2019

Time Frame	Activity	Point Person
July 11, 2019	Pre-work at the Division LRMDC (8:30 AM -12:00 NN)	Committee Chairman only
July 11,12,18, 19, 25,26, 2019	Practice of Presentations (3:00 pm to 5:pm) (Every Friday) and Band Rehearsals (8:00-12:00 and 1:00-5:00) (Thursday and Friday)	CID,SGOD,OSDS, DepED Band Members
July 15-29, 2019	Promotion and Advertisement (Radio and Social Media)	In-charge Committees
July 15-17,2019	Distribution of invitation and solicitation	In-charge Committees
July 18-23,2019	Updates/Follow-up of invitation and solicitation and other concerns in preparation	In-charge Committees
July 23, 2019	Special Conference on the preparation of Institutional Convergence at the Division LRMDC (8:30 AM -12:00 NN)	All committee chairman and members
July 29, 2019	Rehearsal and Dry-run	Icon Committees, CID,SGOD,OSDS and DepEd Band
July 30-31,2019	Event Proper	