



Department Of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
City of Malaybalay
Tel # 813-2894

DepED

DIVISION MEMORANDUM

No. 103 S. 2 0 1 3

2013-04-216
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 4/19/13 Time: 11:03AM
By: [Signature]

FOR: Education Program Supervisors Designate
Division Program Coordinators
Public Schools District Supervisors
Public and Private Secondary & Elementary Schools Principal/Operator
This Division

FROM: ^{FEA:} [Signature]
EDILBERTO L. OPLENARIA
OIC Schools Division Superintendent

RE : **K to 12 Regional Forum for Public and Private Schools**

DATE: April 15, 2013

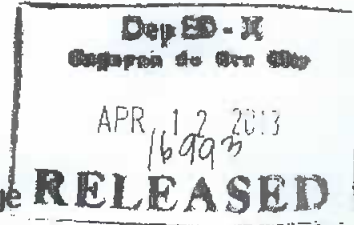
1. Per Regional Memorandum dated April 12, 2013, we are hereby directed to attend the K to 12 Forum for Public and Private Schools on May 16, 2013 at 8:00 AM to 5:00 PM, **Grand Caprice, Limketkai Center**, Lapanan, Cagayan de Oro City.
2. Participants of this **K to 12 Regional Forum** will be the following: *Education Program Supervisors Designate, Division Program Coordinators, Public Schools District Supervisors, Secondary and Elementary School Heads and Private Schools Operator/ Principal. Higher Education Institution* in this division is also enjoined.
3. A Registration Fee of **FIVE HUNDRED** (Php. 500.00) **PESOS** shall be collected from each participants to defray expenses for the rent of the venue and other miscellaneous expenses. Likewise, for the Public School participants, travel and other miscellaneous expenses are chargeable against any school or local funds subject to the usual accounting and auditing rules and regulations of the school.
4. To facilitate accommodation in the venue, please contact **Leticia N. Palle or Ralph Quirog** our Division K to 12 Coordinators with mobile nos. **09178818414 /09265603448** or **Tel # 813-2894** on or before **May 10, 2013**.
5. For immediate and wide dissemination to all concerned.




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Gregorio A. Pelaez, Sr. Memorial Sports Center
Velez Street, Cagayan de Oro City



MEMORANDUM:



To: Schools Division Superintendent/Officer In-Charge
This Region

From: 
ALLAN G. FARNAZO, Ph.D., CESO V
Schools Division Superintendent
Officer-In-Charge
Office of the Regional Director

Subject: **K to 12 Regional Forum for Public and Private Schools**

Date: April 12, 2013

You are hereby directed to attend the K to 12 Regional Forum for Public and Private Schools on May 16, 2013, 8:00 AM to 5:00 PM, at Atrium Lim Ket Kai Center, Lapasan, Cagayan, and de Oro City.

Participants of this K to 12 Regional Forum will be the following: all Schools Division Superintendents, Officer In-Charge/ Assistant Schools Division Superintendents, Chief of Offices, Regional and Division Education Program Supervisors, Public Schools District Supervisors, Secondary and Elementary School Heads and Private Schools Operator/Principal. Higher Education Institution in this region is also enjoined.

A registration fee of Five hundred pesos (Php 500.00) will be charged to each participant to cover for the rent of the venue and other miscellaneous expenses. Likewise, for the Public School participants, travel and other miscellaneous expenses are chargeable against any school or local funds subject to the usual accounting and auditing rules and regulations of the school.

There will be a meeting to all involved in the different working committees on May 2, 2013, 9 o'clock in the morning at RELC, Lapasan, Cagayan de Oro City.

Enclosed is a copy of the different working committees.

For immediate and wide dissemination to all concerned.

WORKING COMMITTEE: K TO 12 REGIONAL FORUM FOR PUBLIC AND PRIVATE SCHOOLS

May 16, 2013, LKKS

8:00AM-5:00PM

COMMITTEE	CHAIRMAN	CO-CHAIRMAN/ CHAIRMEN	MEMBER
Reception & Corsage <ul style="list-style-type: none"> Take charge with accommodation Prepare corsage for the invited guests 	Misamis Oriental Division/Dr. Cherry Mae Limbaco	Region/ Division EPS Private School/ Coordinators	
Program <ul style="list-style-type: none"> Prepare the program of activities Reproduction of the copy Assign host for the activity Assign moderator during the forum 	Medarda B. Galarrita	Dr. Shambaeh Usman	Joy Mangubat
Invitation <ul style="list-style-type: none"> Invites and follow up the communication/ letter sent 	Dr. Ninian Alcasid	Norvin Baylan	Juvy Estrella Annie Roxas Genette Bacarro
Secretariat, Registration & Certificates <ul style="list-style-type: none"> Prepare the registration form per division and conduct the registration of participants Prepare and reproduce the certificates of participation/ recognition & appearance 	Ozamis City Division/ Rebonfamil Baguio	Grace Cuerpo Ma. Victoria Dimaano	Divina Gracia Zamuco Juvy Estrella Annie Roxas Rogelio Baluyot
Plaques, Speakers, Streamers & Tarpaulin <ul style="list-style-type: none"> Coordinate with RD Secretariat as to the name and text for the guests Produce plaques of the guests Produce streamers as billboards and tarpaulins for decoration 	Iligan City Division/ Randolph Tortola	Imelda Roma	Emma Balan Marissa Salome Manlupig
Documentation/ Newsletter/ Flyer <ul style="list-style-type: none"> Produce newsletter and flyers Make documentation of the event 	Mala Epra B. Magnaong	Mary Ann Allera Dr. Margarita Bebanco	Urbano Acero Felicitas Garceza Jomar Sinatao

Meals <ul style="list-style-type: none"> • Prepare the menu and take charge of the food preparation • For the guests 	Jefi Hona	Rosita Yburan	Ruth Alejado Marietta Diparine
Physical Arrangement <ul style="list-style-type: none"> • coordinate with LKK Atrium personnel as to the number of seats & tables to be prepared as well as to the arrangement of those faculties 	Tangub Division/Dr. Victoria Gazo	Jose Alonsabe Eusebio Aguanta	Alan Mansalades
Tokens for Speakers <ul style="list-style-type: none"> • Prepare tokens for the guests/speakers 	ALS/CDO c/o Edith L. Ortega		
Finance	Emilinda O. Yamut	Mary Ann Neri	Virginia Lagusay
Transportation, Cleanliness/Up keeping Area	Michael Arrabaca	Rodrigo Jumamoy Eusebio Aguanta	Marino Dal
Sound System <ul style="list-style-type: none"> • Coordinate with the sound system available at the LKK Atrium 	CaG. de Oro City Division/ c/o Elena Borsillo	ALS/CDO	Danny Azures
Stage Decoration <ul style="list-style-type: none"> • Plan, decorate and coordinate with Miss Roma on the tarp to be used at the LKK Atrium 	Eliseo Maribao RO c/o Imelda Roma (Tarpaulin)	Regelio Baluyot	Douglas Linayao