



August 8, 2014

**DIVISION MEMORANDUM**

No. 241 s. 2014

120  
 DIVISION OF MALAYBALAY CITY DIVISION  
 RELEASED  
 Date: 8/8/14 Time: 12:56 PM  
 By: Anabelle

**5<sup>th</sup> FOUNDATION ANNIVERSARY CELEBRATION OF MALAYBALAY CITY DIVISION**  
 September 1-3, 2014

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


1. After five years of successful operation, the Division of Malaybalay City will celebrate its 5<sup>th</sup> Foundation Anniversary on September 1-5, 2014. The theme of the celebration "Continuing the Legacy of Providing Quality Basic Education for a Progressive Malaybalay City".
2. The objectives of the celebration are:
  - a. To commemorate the establishment of the Division of Malaybalay City;
  - b. To disseminate information and development of the Division's existence after five years;
  - c. To showcase the talents of students, pupils, teachers, supervisors, school heads, and Division Office personnel.

3. The following schedule of activities will be observed during the celebration:

Date	Time	Activity	Venue/Route	Expected Participants
September 1, 2014	6:30 a.m-12:00p.m	Kaamulan Centennial Civic Parade	Pine Hills Hotel to Capitol Grounds	Division Office Personnel & Staff, PSDS, School Heads, Bukidnon NHS Attire: Bukidnon Ethnic
September 2-5.	7:15 a.m-7:45 a.m. (Right after the Flag Ceremony )	Information Dissemination on the History and Development of Malaybalay City Division	Schools	Pupils, Students and Teacher, School Heads
September 8, 2014	6:30-9:00 a.m.	Thanksgiving Mass Cutting of Ribbons and Blessings of the New Division Office	New Division Office Site	MANCOM FAMILY Division Office Staff Teachers with

	9:00-10:00 a.m.	Motorcade Around the City <ul style="list-style-type: none"> <li>• Provide your own balloons.</li> </ul>	New Division Office- Casisang Highway- Public Market- Capitol Site- Magsaysay-Sta Cruz- Fortich St. - BSU.	Officers, Private Schools
	10:00-5:30	5 <sup>th</sup> Foundation Anniversary Culminating Activity <ul style="list-style-type: none"> <li>• Awarding NAT Performers, Retirees, Stakeholders, Outstanding DepEd Teaching &amp; Non-Teaching Personnel.</li> </ul>	Bukidnon State University	Teaching and Non-Teaching Personnel Division of Malaybalay City

4. Each District/School/group should agree of the color of the T-Shirt to be worn during the activities on September 8, 2014.
5. To develop the spirit of cooperation and collaboration, everybody is requested to actively participate in all activities intended for the 5th Foundation Anniversary Celebration.
6. Enclosures are the Working Committee for our guidance and reference.
7. Wide dissemination of the content of this Memorandum is desired.

  
**EDILBERTO L. OPLENARIA**  
 Schools Division Superintendent

## WORKING COMMITTEES

COMMITTEE	PERSONS IN-CHARGED	FUNCTION/S
Overall/Steering	Chair: <b>Ralph T. Quirog</b> Co- Chair: <b>Jutchel L. Nayra, DPA</b> Members: <b>Lorenzo O. Capacio, Ed.D.</b> <b>Benjamin E. Macario</b> <b>Noel N. Tan Nery</b> <b>Jovy G. Molina</b> <b>Carlos G. Kara</b> <b>Pariso L. Orong</b> <b>Amparo C. Bautista</b> <b>Dinaflor L. Raagas</b> <b>Paul O. Orong</b> <b>Rogelio Minoza</b> Adviser: <b>Edilberto L. Oplencario</b> Schools Division Superintendent	<ul style="list-style-type: none"> <li>• Responsible for the proper conduct of all activities.</li> <li>• Sees to it that all plans are well carried out.</li> </ul>
Motorcade/ Hall Prep/ Police security	Chair: <b>Luis S. Alajar, Jr.</b> Members: <b>All PSDS and Secondary School Heads</b> <b>Sonny M. Rojas</b> <b>Anastacio M. Ma</b> <b>Ferdinand V. Mortera</b> <b>Teofilo L. Ontoy</b> <b>Victor P. Maestrado</b> <b>Roland R. Eugenio</b> <b>Alberto L. Berondo</b>	<ul style="list-style-type: none"> <li>• Secure permit from the Mayor for the conduct of the motorcade.</li> <li>• Requests for Police Security from the PNP.</li> <li>• Attends to the physical arrangement of the New Division Office and BSU.</li> <li>• Assigns Marshalls who will guide the participants in the motorcade.</li> <li>• Sees to it that the venue is clean, well-prepared and in order for the activity.</li> </ul>
Thanksgiving Mass/ Table setting	Chair: <b>Rosie A. Saiupado</b> Members: <b>Imelda S. Bantillo</b> <b>Ma. Concepcion S. Reyes</b> <b>Rachel R. Valde</b> <b>Ellen N. Delante</b>	<ul style="list-style-type: none"> <li>• Coordinates with the priest; reminds the giving of offerings, order of the mass, and others.</li> </ul>
Awards Committee	Chair: <b>Jasmin J. Adriatico</b> Members: <b>Paul John P. Arias</b> <b>All EPS/ Coordinators</b> <b>PSDS</b> <b>Pariso L. Orong</b> <b>Paul O. Orong</b> <b>Amparo C. Bautista</b> <b>Dinaflor L. Raagas</b> <b>Fermin A. Rojas</b> <b>Teofilo L. Ontoy, Jr</b> <b>Noemi Francisco</b> <b>Ricky Barcena</b> <b>Leny G. Ama</b> <b>Zelda T. Arceno</b> <b>Virgilin R. Pizarro</b> <b>Narita T. Padua</b> <b>Cynthia T. Berial</b> <b>Liza G. Balingtongog</b> <b>Jesus V. Muring, Ed.D</b> <b>Sonny Rojas</b> <b>Benjamin E. Buhawe</b> <b>Coslita K. Olarte</b> <b>Manny T. Pimentel</b> <b>Celeste Amor Pasamonte</b> <b>Romil T. Jabonero</b> <b>Jutchel L. Nayra, DPA</b>	<ul style="list-style-type: none"> <li>• Orient the applicants on the procedure and criteria</li> <li>• Conduct the selection process</li> <li>• Prepares the plaque, certificates and needed materials</li> </ul>

	Ferdinand V. Mortera	
Foods & Refreshments	Chair: <b>Ana Belen S. Muring, Ph.D</b> Members: All PSDS Rosie A. Saiupado Ma. Concepcion S. Reyes Analy L. Ocier	<ul style="list-style-type: none"> <li>• Coordinates with the school heads &amp; PSDS for food provision.</li> <li>• Makes sure that the venue and other facilities needed are prepared.</li> <li>• Manages the whole activity.</li> <li>• Sees to it that there is enough food in the presidential table.</li> <li>• Arranges the table/ sets including skirting.</li> <li>• Solicits viands and fruits from the different schools and districts for the presidential table.</li> </ul>
Documentation	Chair: <b>Zelda T. Arceno</b> Ellen N. Delante Genevieve P. Perino Manny B. Pimentel Liza Balingtongco	<ul style="list-style-type: none"> <li>• Documents all the activities from the start of the celebration up to the end.</li> </ul>
Invitation	Chair: <b>Rachel R. Valde</b> Member: Josie D. Zamora Noel A. Tan Nery	<ul style="list-style-type: none"> <li>• Prepares and sends invitation/request letters to invited guests and BSU.</li> <li>• Follows-up to confirm attendance of the invited guest.</li> </ul>
Program	Chair: <b>Lou-Ann J. Cultura</b> Members: Paul Arlas Coslita K. Muring Ricky barcena	<ul style="list-style-type: none"> <li>• Prepares program and distribute it to all concerns.</li> <li>• Finalizes the program</li> <li>• Coordinates with people involved in the program.</li> </ul>
Registration	Chair: <b>Analy L. Ocier</b> PSDS & School Heads	<ul style="list-style-type: none"> <li>• Facilitates the registration of all participants</li> </ul>
Solicitation	Chair : <b>Amparo C. Bautista</b> Norma Manubag Coslita K. Muring Virgilio R. Pizaro Leny G. Ama Antonietta S. Reburiano Secondary School Heads	<ul style="list-style-type: none"> <li>• Solicits for the expenses of the celebration</li> <li>• Distributes and retrieves solicitation of letters.</li> <li>• Accounts all solicited amount/in-kind.</li> </ul>
Tarpaulin	Chair: <b>Sibyl L. Maauri</b> Members: Supply Office Personnel Mr. Joel Licayan  Note: Schools along the National Highway( Dalwangan ES, Patpat ES, Kalasungay CS, Sumpung ES, BNHS, MCCS, Casisang CS, San Jose ES, Laguitas ES, Aglayan ES, Cabangahan ES, Bangcud NHS, Bangcud CS) are requested to hung a Tarpaulin on or before <b>August 27, 2014</b> following the template see enclosure 2. Other	<ul style="list-style-type: none"> <li>• Provides streamers to be hanged on August 26, 2014 in the New Division Office.</li> <li>• Provides streamers to be hanged at BSU.</li> </ul>

Stage Decoration	Bukidnon NHS Co-Chair: <b>Everardo C. Calopez</b> Members: Isabel J. Kionisala Barbara Joey Moreno Julie P. Alas Edelina M. Eborá Francis T. Malatamban Select Students of BNHS	<ul style="list-style-type: none"> <li>Decorates the stage with flowers and others at the New Division Office and BSU.</li> <li>Sees to it that the stage is well arranged and presentable suited for the occasion.</li> <li>Consults the SDS</li> </ul>
Leis Preparation for Guest	Chair: Guia Gamutin Archie B. Conol Ken V. Hoy Lorna M. Lapediros	<ul style="list-style-type: none"> <li>Prepares Leis for guest and others.</li> <li>Source fund and materials for such purpose.</li> </ul>
Backdrop	Bukidnon NHS Chair: <b>Gregory Paul E. Lucero</b> Members: Valentino Eborá Ramon T. Castor, Sr. Select Students of BNHS	<ul style="list-style-type: none"> <li>Prepares the back drop and its decoration.</li> <li>Consults the SDS</li> </ul>
Finance Committee	Chair: <b>Rhyssa Chyle C. Rosalejos, CPA</b> Member: Rufelia J. Limbengco	<ul style="list-style-type: none"> <li>Accounts all money solicited.</li> </ul>
Light & Sound	Chair: <b>Antonio I. Tan</b> Members: Policarpo Pandan Mr. Tagudin	<ul style="list-style-type: none"> <li>Sees to it that the sound system is ready and in good condition at the New Division Office.</li> <li>Coordinates with BSU.</li> <li>Makes sure that there will be no gap in the program due to sound and other technical problems.</li> </ul>
Media Coverage	Chair: <b>Wendy Oca- Egoy</b> Members: All ALS Division Mobile Teachers	<ul style="list-style-type: none"> <li>Coordinates with the local, regional and national media for publicity.</li> <li>Disseminates information to the public with regards to the celebration.</li> </ul>
Usherettes	Chair: <b>Nancy L. Dequito</b> Members: All Nurses in the Districts including BNHS. Charisse Mae Canete Jade Cabaneiez Rosalie Lapediros Lucille Cahucom Cecille Dayak	<ul style="list-style-type: none"> <li>Ushers the visitors and guests. Assists the other committee in the reception.</li> </ul>
Festival of Dances	Chair: <b>Lou-Ann J. Cultura</b> Co-chair: <b>Ralph T. Quirog</b>	<ul style="list-style-type: none"> <li>Facilitates and manages the order of the presentations.</li> </ul>
Medics/First Aid	Chair: <b>Nancy L. Dequito</b> Members: All Nurses in the Districts including the nurses of Bukidnon National High School	<ul style="list-style-type: none"> <li>Provides medical assistance during emergency cases.</li> <li>Should be in attendance in all activities as respond immediately the need arises.</li> </ul>
Cleanliness and Sanitation	Chair: <b>Lorenzo O. Capacio, Ed.D.</b> Co-Chair: <b>Carlos G. Rara</b> All PSDS ALL Secondary School Heads	<ul style="list-style-type: none"> <li>See to it that the venue is clean and order from the start up to the end of the activity.</li> <li>Coordinates with the BSU maintenance unit for the proper disposal of garbage.</li> <li>Remind all teachers to maintain cleanliness and orderliness of the venue.</li> </ul>