



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

Purok 6, Casisang, Malaybalay City

Telefax: 088 - 314 - 0094 email: depedmalaybalay@gmail.com



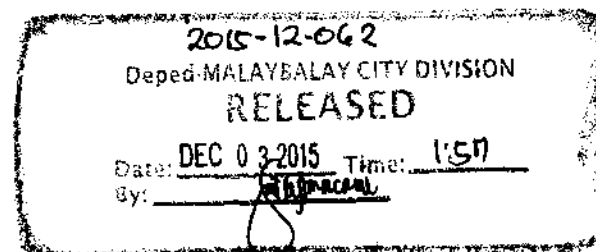
December 2, 2015

DIVISION MEMORANDUM

NO. 518 s. 2015

**ADDENDUM AND CORRIGENDUM TO DIVISION MEMORANDUM 503 S. 2015
ENTITLED DIVISION SEARCH FOR 2015 OUTSTANDING EMPLOYEES**

TO: Chief Education Supervisors, Governance and Curriculum
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
This Division



1. In view of the forthcoming Education Week Celebration, the field is hereby informed of the conduct of the "**Division Search for 2015 Outstanding Employee**" of which the awarding ceremony will form part of the highlights of the said occasion.
2. The conduct of the Search for Outstanding Teaching and Non-Teaching Employee is based on the Division strategic plan objective number 6 that seeks to give awards and recognition for good performance by giving what is due to someone in terms of accolades and promotion.
3. Each district is encouraged to conduct their District Search for Outstanding Employee and indorse to this office their respective Awardees as their Division level search nominees in the following categories;
 - I. **Teacher Category**
 - a. Outstanding Public kindergarten Teacher
 - b. Outstanding Public Elementary School Teacher
 - c. Outstanding Special Education Teacher (Regular SPED Teacher)
 - d. Outstanding Multigrade Teacher
 - II. **Master Teacher**
 - a. Outstanding Master Teacher
 - III. **Club Adviser**
 - a. Outstanding club adviser
 - IV. **Accredited Coach**
 - a. Outstanding Accredited Coach
 - V. **School Administrator**
 - a. Outstanding Elementary School Principal (Central School Category)
 - b. Outstanding School Principal (Non- Central School Category)
 - c. Outstanding Elementary School Head Teacher

- d. Outstanding Elementary School administrator with pure Multigrade school
4. All full-fledged secondary school administrators shall likewise endorse their respective school outstanding employees (Including High School Annexes) of the following categories:
- I. Teacher Category**
 - a. Outstanding Public Secondary School Teacher
 - II. Master Teacher Category**
 - a. Outstanding Public Secondary School Master Teacher
 - III. Club Adviser**
 - a. Outstanding Public Secondary School Club Adviser
 - IV. Accredited Coach**
 - a. Outstanding Accredited Public Secondary School Coach in Paloro
 - V. Secondary School Administrator**
 - a. Outstanding Full-fledged Secondary School administrator(Secondary School- Annexes)
5. Division Staff/ Personnel
- I. Alternative Learning System (ALS)**
(All DALSCs) and Mobile Teachers are encouraged to submit their documents for assessments and evaluation.
 - a. Outstanding District ALS Coordinator
 - b. Outstanding ALS Mobile Teacher
 - II. Schools Division Superintendent Office (Non- Teaching Personnel) Categories**
 - a. Outstanding Non-Teaching Employee in the Administrative Aide category
 - b. Outstanding Non-Teaching Employee in the Administrative Assistant category
 - c. Outstanding Non-Teaching Employee in the Section heads category- all the Administrative Officers (e.g HRMO, Accountant, Supply Officer, Cashier, and section heads etc.)
 - d. Outstanding Non-Teaching Employee in the Education Support Services category (E.G planning, librarian, and Health (PHN)
 - III. Curriculum Implementation Division and School Governance and Operation Division are** encouraged to submit their documents for assessment and evaluation.
 - a. Outstanding Public Schools District Supervisor (PSDS)
 - b. Outstanding Division Program Coordinator
 - c. Outstanding Education Program Supervisor
6. District awardees /Division Nominees for each category must reach the cut off total score of 50% per agreement in the executive committee meeting and will be declared finalist in the category.
7. Documents of all District awardees /Division nominees shall be submitted with their substantial support documents fully authenticated by the Administrative Officer IV **Florabelle R. Porras** for each of the categories on or before **December 4, 2015** (Friday) Attention: **VICENTE G. SANMIGUEL- EPS II-HRD**, Division Awards Committee Chairperson.

8. Validation of nominees in all categories shall commence on **December 7-9, 2015**. While Validation and Demonstration Teaching of teacher nominees will be done in their respective schools on **December 8-9, 2015** to be scheduled by their respective committee chairman.

9. Division committee evaluators' chairperson must submit the final result of the assessment and validation of their respective categories on or before **December 10, 2015** (Monday) to **VICENTE G. SANMIGUEL- EPS II-HRD**, Division Awards Committee Chairperson.

10. The Awarding Ceremony will be held on **December 23, 2015** (Wednesday) **9:00am-3:00pm**. at Bukidnon State University Gymnasium. All awardees/finalist must wear formal attire during the said event.

11. Enclosed are the specific criteria and division search committee of Evaluators in different categories.

12. For information, guidance and strict compliance.


EDILBERTO L. OPLENARIA, CESO V
OIC-Schools Division Superintendent

To be Published in the website

Enclosure no. 1(Division Memorandum No.503 s. 2015)

DIVISION EXECUTIVE COMMITTEE

| | |
|-----------------------|---|
| Chairperson | EDILBERTO L. OPLENARIA, CESO VI-SDS |
| Co-Chairperson | Susan S. Olana PhD (DASSA President) |
| Members: | Ralph T. Quirog- Chief Education Supervisor, CID Lorenzo O. Capacio, EdD - Chief Education Supervisor, SGOD Teofilo L. Ontoy (PESPA President) |

DIVISION SEARCH COMMITTEE

| | |
|-----------------------|---|
| Chairperson | VICENTE G. SANMIGUEL, EPS II-HRD |
| Co-Chairperson | JASMIN J. ADIATICO, EPS- CID |
| Members: | ANALY OCIER, EPS-CID PERLITA B. WALES, SEPS –Social Mobilization |

DIVISION COMMITTEE EVALUATORS

| CATEGORY | COMMITTEE | Elementary | Secondary |
|---|---|--|--|
| 1. TEACHER CATEGORY (Elementary and Secondary) | Chairperson | Ralph T. Quirog | Rachel Valde |
| a. Outstanding Public Elementary School Teacher | Co-Chairperson | Lepelyn Valdez | Rosalio P. Arangco |
| b. Outstanding Public Secondary School Teacher | Members: | Perlita B. Wales | Myrna D. Pulido |
| c. Outstanding Special Education Teacher (Regular SPED Teacher) | Chairperson Co-Chairperson Member | Ellen Delante EdD Feleciano Sante Jr. Marsfifth M. Mamawag | |
| d. Outstanding Multigrade teacher | Chairperson Co-Chairperson Member | Ma. Conception S. Reyes Rosie A. Salupado Virgillin Pizzaro | |
| e. Outstanding Kindergarten Teacher (Regular KVT) Alive /Madrasah Education | Chairperson Co-Chairperson Member | Imelda S. Bentillo Angelina Cacharo Ma. Antonette S. Ruberiano | |
| f. Outstanding ALIVE Teacher | | | |
| 2. MASTER TEACHER (Elementary and Secondary) | | Elementary | Secondary |
| a. Outstanding Elementary School Master Teacher | Chairperson Co-Chairperson Member | Josie D. Zamora John P. Rarogal Dinaflor L. Raagas | Jutchel L. Nayra, DPA Carlos Rara Liza Balintongog |
| b. Outstanding Secondary School Master Teacher | | | |
| 3. CLUB ADVISER/ACCREDITED COACH | | Elementary | Secondary |
| a. Outstanding Elementary School club Adviser | | | |
| b. Outstanding Secondary School club Adviser | | | |
| c. Outstanding Elementary School coach in Palaro | | | |
| d. Outstanding Secondary School coach in Palaro | | | |
| e. Outstanding Elementary School, School Paper Adviser | Chairperson Co-Chairperson Member | Lou-ann J. Cultura Noel Tan Nery Sonny Rojas | |
| 4. SCHOOL ADMINISTRATOR (Elementary & Secondary) | CATEGORY | ELEMENTARY | SECONDARY |
| a. Outstanding Elementary School Principal (Central School Category) | | | |

| | | |
|---|---|---|
| b. Outstanding Elementary School Principal (Non-Central School Category) | Chairperson Co-Chairperson Member | Analay Ocier Susan S. Olana, PhD Jovy Molina Vicente G. San Miguel |
| a. Outstanding Elementary School Head Teacher | | |
| b. Outstanding Elementary School administrator with pure multi-grade school | | |
| c. Outstanding full-fledged secondary School administrator | | |
| d. Outstanding Non-full-fledged secondary School administrator (secondary school annexes) | | |
| ALTERNATIVE LEARNING SYSTEM (ALS) | | |
| a. Outstanding District ALS Coordinator (DALSC) | Chairperson Co-Chairperson Member | Jasmin J. Adriatico Gretchen V. Catane Ethyl B. Lossier |
| b. Outstanding ALS Mobile Teacher | | |
| SCHOOLS DIVISION SUPERINTENDENT OFFICE CATEGORIES | | |
| a. Outstanding Non-teaching employee in the Administrative Aide Category | Chairperson Co-Chairperson Member | Purissima J. Yap Romil T. Jabonero, EdD Aba Q. Allaba, PhD |
| b. Outstanding Non-teaching employee in the Administrative Assistant Category | | |
| c. Outstanding Non-teaching employee in the section heads Category | | |
| d. Outstanding Non-teaching employee in the Education support Category | | |
| CURRICULUM IMPLEMENTATION DIVISION CATEGORY | | |
| a. Outstanding Public Schools District Supervisor (PSDS) | Chairperson Co-Chairperson Member | Lorenzo O. Capacio, EdD Paul Orong Novem Sescon |
| b. Outstanding Division Program Coordinator | | |
| c. Outstanding Education Program Supervisor | | |

Enclosure no. 2 (Division Memorandum No. 503 s. 2015)

**CRITERIA FOR THE SEARCH FOR OUTSTANDING /TEACHER/MASTER
TEACHER/KINDERGARTEN TEACHER/ALIVE TEACHER**

| | | |
|---|--------------------------|--------------------------|
| I. Personal Qualities & Character | | 10 |
| a. Has demonstrated as Model of Morality | 5 | |
| b. Good human relation in school and community | 5 | |
| Note: Submit write-ups about the nominee by the following: | | |
| a. Immediate Superior | | |
| b. Co-teacher (2) | | |
| c. Co-member in civic and religious organization (2) | | |
| II. Instructional Competence and teaching Effectiveness | | 60 |
| 1. Performance Evaluation | | 15 |
| 1.1 Performance Rating for SY 2014-2015 | 10 | |
| 1.2 Pupil Performance for SY 2014-2015 | 5 (+5 for teachers only) | |
| 2. Instructional devices and Materials produced for the improvement of teaching | | 10 |
| 2.1 instructional material produced | 5 (MT) 10 Teachers | |
| 2.2 evidence of technical assistance | 5 (MT only) | |
| 3. A. involvement /coach in co-curricular activities | | 5 |
| a. National Winner | -5 | |
| b. Regional Winner | -4 | |
| c. Division Winner | -3 | |
| d. School Winner | -2 | |
| e. Participation | -1 | |
| 4. Educational Attainment | | 15 |
| Professional Advancement | | |
| a. Participants of training/workshops/seminars | 5 | |
| <i>(DepEd recognized and at least 3 days (aggregate)</i> | | |
| International | -5 | |
| National | -4 | |
| Regional | -3 | |
| Division | -2 | |
| District | -1 | |
| b. Abstracts of researches conducted | | 10 |
| b.1 Fully Implemented (result has been submitted to D.O.) | 10 | |
| b.2 ongoing implementation(approved by D.O.) | 6 | |
| b.3 approved by the D.O. but not yet implemented | 2 | |
| c. Publication | 5 | |
| s. Actual Demonstration Teaching | | 10 (+5 for teacher only) |
| III. Professional & Community Involvement | | 20 |
| a. Participation in activities outside teaching | 10 | |
| b. Awards from reputable organization (NGO,LGU) | 10 | |
| Total | | 100 |

Note: Submit write-ups about the nominee by the following:

- a. Immediate Superior
- b. Colleague (2)
- c. Co-member in civic and religious organization (2)

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING SPECIAL EDUCATION TEACHER**

| | |
|--|---------------|
| I. Instructional Competence and teaching Effectiveness | 45 |
| a. Outstanding contribution for the Special Education Program | |
| 1. Introduced/tied out effective approaches or innovations in teaching (at least 2) which contributed to the improvement of instruction in meeting the needs of special children | 20 |
| 2. Written /produced instructional materials in SPED | 20 |
| a. Modules /workshops published and utilized reference materials/books in school/district/region (2 points per set of modules/workbook or 1 reference materials.) | |
| b. Equipment teaching devices(2 points per set) | |
| c. Technical paper or articles in SPED (1 pt. per paper or articles) 3 papers | |
| 3. Research Paper/discussant/Demonstration teacher | 10 |
| Level | points |
| Regional | 10 |
| Division | 7 |
| District | 4 |
| 4. Participated in community programs/projects for the development /enhancement of the CSN's in their areas of interest | 10 |
| b. Awards | |
| Recipient of community/school, district, division and regional awards of recognition for outstanding services of the education of CSNs for the last ten (10) years. | 10 |
| c. Continuous and dedicated service | 10 |
| 1. Rendered continuous and dedicated service in teaching CSNs 5 | |
| Level | points |
| 8-10 | 5 |
| 4-7 | 2 |
| 2-3 | 1 |
| 2. Rated as SPED teacher with an outstanding performance for the last 3 years | 5 |
| d. Professional Advancement | 10 |
| • certification signed by a sponsor and other evidence of participation in any training workshops or seminars in Special Education (Division, Regional, National and International Level) | 5 |
| • Punctuality and attendance | 5 |
| e. Personal qualities and character | 10 |
| a. Model of morality and integrity in Public and private life | 5 |
| Unquestioned honesty and integrity | - 1 point |
| High work ethics | - 1 point |
| Trustworthy in the discharge of duty or of obligation | - 1 point |
| With high level of stress tolerance | - 1 point |
| Virtuous conduct | - 1 point |
| b. Good human relations in school community | 5 |
| Total | 100 |

Note: Submit write-ups about the nominee by the following:

- a. Immediate Superior
- b. Colleague (2)
- c. Co-member in civic and religious organization (2)

Enclosure no. 4(Division Memorandum No. 503 s. 2015)

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING MULTIGRADE TEACHER**

(Based on DepEd Memorandum # 245 s. 2007)

Name of Candidate _____ School/District: _____

| Area/ Indicators | Points | Rating |
|---|------------|--------|
| 1. Instructional Competence and teaching Effectiveness | 70% | |
| A. Competence in Teaching Multigrade Classes | 15% | |
| a. 1 Performance rating for the last two years (SY 2013-2014, 2014-2015) | 5 | |
| a. 2 Pupils Performance rating for the last two years (SY 2013-2014, 2014-2015) | 5 | |
| a.3 Percentage increase of class reading level for the last two years | 5 | |
| B. Competence in Teaching Multigrade Classes | 40% | |
| b.1 Years in service as multigrade teacher | 5 | |
| b.2 Introduced and tried out/ innovate teaching approaches which contributed to the improvement of multigrade classes | 10 | |
| b.3 Instructional device prepared and utilized for teaching | 15 | |
| b. 4 Evaluate/prepared/and utilized materials to improve teaching of pupils performance in MG classes | 5 | |
| b.5 Research and creative outputs | 5 | |
| C. Leadership Potentials | 15% | |
| c.1 Involvement in co-curricular activities | 10 | |
| c.2 Awards receive in the last five (5) years | 2 | |
| c.3 Schools project initiated, implemented and being maintained | 3 | |
| 2. Professional and Community Involvement | 20% | |
| a. Professional Qualities | 10% | |
| a.1 Educational Attainment for professional growth | 3 | |
| a.2 Seminar/ workshop/training attended | 2 | |
| a.3 subscription to professional magazine in the last two years | 1 | |
| a.4 active membership in professional organizations | 1 | |
| a.5 Punctuality and attendance | 3 | |
| b. Community Involvement | 10% | |
| b.1 . active membership in organization outside teaching | 2 | |
| b.2 resource generation, support and networking | 8 | |
| 3. Professional and Community Involvement | 10% | |
| a. Model of morality and integrity | 5 | |
| b. Good relations in and school and community | 5 | |
| Total Score | | |

Evaluator:

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

**SELECTION AND DOCUMENTATION FOR THE SEARCH FOR OUTSTANDING
MULTIGRADE TEACHER**

Supporting Documents Summary form

Date of deliberation: _____

| Name of Nominee | District /School | Instructional Competence (70%) | Professional and Community Involvement (20%) | Personal Qualities and character (10%) | Total (100%) |
|-----------------|------------------|-----------------------------------|---|---|-----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| | | | | | |

Member
(Signature over printed name)

Member
(Signature over printed name)

Chairman
(Signature over printed name)

Approved:

EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Enclosure no. 6 (Division Memorandum No. 503 s. 2015)

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING CLUB ADVISER (Academic & Non Academic)**

| | | |
|--|------|------------|
| I. Performance Rating | | 20 |
| 1.1 Performance rating for the last two years (SY 2013-2014,2014-2015) | | |
| 9.5 and Above | - 20 | |
| 9.0-9.4 | -15 | |
| 8.9-9.3 | -10 | |
| 8.6-8.8 | -5 | |
| II. Club Organization Development | | 5 |
| 75% Membership with 2 Identified projects- | 5 | |
| 60% Membership with 1 Identified projects- | 4 | |
| 50% and below Membership | - 5 | |
| III. Participation to the Clubs Activity | | 25 |
| National | -25 | |
| Regional | -20 | |
| Division | -15 | |
| District | - 10 | |
| School /community | - 5 | |
| IV. Projects and Activities Conducted | | 10 |
| Relevance of the Project | -10 | |
| Sustainability | -8 | |
| Impact/ Involvement | -6 | |
| Innovation/ Creativity | -4 | |
| V. Awards Received | | 30 |
| National | -30 | |
| Regional | -25 | |
| Division | -20 | |
| District | - 15 | |
| School | - 10 | |
| VI. Personal Qualities and Character | | 10 |
| a. Model of morality and integrity | -5 | |
| b. Good relations in and school and community | -5 | |
| Total | | 100 |

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING COACH**

| | |
|---|------------|
| I. Personal Qualities and Character | 25 |
| Strands: act as model for the learners and being a sport educator | |
| a. Demonstrate Leadership, punctuality and commitment to serve as coach | - 5 |
| b. maintains a respectable appearance and manifest desirable attitude | - 5 |
| c. Manifests positive effect of one's behavior during the training/competition | - 5 |
| d. Promotes fairness and camaraderie through discipline, courtesy and respect | -5 |
| e. Good relations in and school and community | -5 |
| II. Instructional Competence & Teaching Effectiveness | 50 |
| 1. Performance Evaluation | |
| 1.1 Performance rating for SY 2014-2015 | -10 |
| 2. Instructional devices/training matrix produced for the holistic Development of the athletes. | |
| 2.1 Evidence of training matrix/design duly signed by the PESS Supervisor (Division, regional & National Level) | -10 |
| 2.2 uses athletic information to construct training design | -5 |
| 2.3 sets, clear, challenging and achievable targets during the training/competition | -5 |
| 3. Educational Attainment | |
| 3.1 Academic distinction/highest degree attained | -5 |
| 3.2 trainings/seminars/workshops attended related to sports | -5 |
| 3.3 awards received related to sports | -5 |
| 3.4 Accredited coach classification | -5 |
| III. Accomplishment | 25 |
| 1. Coached the athlete/s who garnered medal/s in the Palarong Pambansa for at least 1 year | -10 |
| 2. Coached the athlete/s who garnered medal/s in the Regional Meet for at least 3 years | -10 |
| 3. Coached the athlete/s who garnered medal/s in the Provincial/division/milo Olympics level for at least 3 years | -5 |
| Total | 100 |

**CRITERIA FOR SELECTION AND DOCUMENTATION FOR THE SEARCH FOR
OUTSTANDING SCHOOL ADMINISTRATOR
(Elementary & Secondary Level)**

| | |
|--|---------------|
| 1. Achievement/Impact on People educational system and Community | 50 |
| a. Contribution that supports the fulfillment of the DepEd Mission & Vision | -3 |
| b. Awards of recognition as trainer/ speaker/facilitator | -5 |
| National | -5 |
| Regional | -4 |
| Division | -3 |
| District | -2 |
| School | -1 |
| c. As district athletic Manager District BSP/GSP etc. | -3 |
| District BSP/GSP Coordinator | |
| District Journalism Coordinator | |
| District YES-O Coordinator | |
| District Math Challenge Coordinator | |
| d. Division Minutes and attendance Documentation | -1 |
| e. Achievement on curricular/ co-curricular achievements | |
| Undertaken activities | -3 |
| National | -3 |
| Regional | -2 |
| Division | -1 |
| f. Accomplishment in Non- Formal Education (e.g Existence of livelihood education for parents and students) | -3 |
| g. School NAT Result (Increased of 5%MPS) | -5 |
| h. School Based-Management Accreditation | 5 |
| Level III- 5 | |
| Level II - 3 | |
| Level I - 2 | |
| i. Brigada Eskwela Awards | 5 |
| National | -5 |
| Regional | -3 |
| Division | -2 |
| j. Gulayan sa Paaralan Awards | 5 |
| National | -5 |
| Regional | -3 |
| Division | -2 |
| k. Child Friendly School Awards | 5 |
| Winner | -5 |
| Second Place | -3 |
| Third Place | -2 |
| l. Principal's Performance rating for SY 2014-2015 | -5 |
| 9.54- 10, 9.07-9.53 | 5 |
| 8.6-9.06, 8.31-8.59 | 4 |
| 7.876-8.3, 7.46-7.875 | 3 |
| 7.026-7.45 | 2 |
| 6.6-7.025 | 1 |
| Improved performance in the following indicators | -6 |
| Retention rate | survival rate |
| Completion rate | dropout rate |
| Participation rate | |

Exceeded the Division Target for SY2014-2015

Achieved the Division target for SY 2014-2015

Below the division target for SY 2014-2015

| | | |
|--|-----|-----------|
| m. Self- Generated projects accomplished for last year (with any proof/documents) | -3 | |
| n. Community Involvement (With pictorials) | -3 | |
| II. Professional Competence | | 10 |
| a. Awards Received | | |
| National | -10 | |
| Regional | -7 | |
| Division | -5 | |
| District | -3 | |
| b. Division/Regional/National trainings and seminar –workshop attended (DepEd recognized and at least 3 days (aggregate)) | -5 | |
| International | -5 | |
| National | -4 | |
| Regional | -3 | |
| Division | -2 | |
| District / School | -1 | |
| c. Instructional Supervisory Documents | -5 | |
| d. Educational Attainment | 5 | |
| Phd | -5 | |
| Phd CAR | -4 | |
| MA | -3 | |
| MA CAR | -2 | |
| III. Personal Attributes | | 10 |
| a. Model of morality and integrity in public & public life | -5 | |
| b. Good relations in and school and community | -5 | |
| IV. Research | | 15 |
| Fully implemented (results has been submitted to DO) | 15 | |
| Ongoing implementation (approved by DO) | 10 | |
| Fully implemented and adopted by the district (not approved by DO) | 7 | |
| Fully implemented and adopted by the school (not approved by DO) | 5 | |
| Approved by DO but not yet implemented | 2 | |

Note:

1. In citing self-generated projects include the name of project/activity, description of the project and time frame, action taken, and actual result outcome.
2. Include one page description of the candidates relationship with the following;
 - a. Civic
 - b. Local Government unit
 - c. HRP
3. Submit write-ups about the nominee by the following:
 - a. Immediate superior
 - b. Co-school head (1)
 - c. Co-member in civic and religious organization (1)



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

Purok 6, Casisang, Malaybalay City

Telefax: 088-314-0094; depedmalaybalaycity@gmail.com



EDUCATION WEEK 2015

Venue: Bukidnon State University Gymnasium

Date: December 23, 2015

Time: 9:00 am-3:00pm

PLANNING & TECHNICAL WORKING GROUP

| COMMITTEES | PERSON IN CHARGE | JOB DISCRPTION |
|--|--|---|
| SEARCH COMMITTEE | Vicente G. Sanmiguel.-Chairman Jasmin J. Adriatico - Co-chairman Analy Ocier -Member Perlita B. Wales -Member | <ul style="list-style-type: none"> Facilitates the whole Event. Ensure the criteria and other documents for the search. Ensure the facilitation of the search activities to the awarding proper. Verify results per categories. Does other Related tasks |
| PROGRAM/ Invitation COMMITTEE | Ellen N. Delante, EdD.-Chairman Jimdandy S. Lucine -Member | <ul style="list-style-type: none"> Prepare the event program Distribute the programs to the concern participants and dignitaries. Does other Related tasks |
| REGISTRATION/ ATTENDANCE: | Angelina A. Cacharo, Phd-Chairman Noveem Sescon -Member | <ul style="list-style-type: none"> Secure Registration/attendance of the Participants. Allocate budget to committees (if applicable) Does other Related tasks |
| RECEPTIONISTS/ USHER/USHEREETES | Purissima J. Yap -Chairman Ethyl Jane B. Lossier -Member Jade Cabañelez -Member Novelyn Tagabi -Member | <ul style="list-style-type: none"> Facilitates the guests/awardees to their designated areas during the event. Plan the layout or setting area of the participants by district and offices as well as the designation of awardees sets. Prepare Leigh's for the guests Does other Related tasks |
| CERTIFICATES/PLAQUES (APPEARANCE/ RECOGNITION) | Josie Zamora -Chairman Gretchen V. Catane - Member Marsfifth M. Mamawag-Member | <ul style="list-style-type: none"> Prepare plaques, certificates of appearance & recognition Facilitates the giving of the awards during the awarding proper Secure the names of the Awardees for the certificates and plaques Does other Related tasks |
| DOCUMENTATION | Paul Arias -Chairman Manuel D. Dinlayan II-Member | <ul style="list-style-type: none"> Documents the activity, such as taking pictures, videos Prepare opening salvo presentation on what Education week is all about. Write articles for the web Does other Related tasks |



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



Purok 6, Casisang, Malaybalay City

Telefax: 088-314-0094: depedmalaybalaycity@gmail.com

| | | |
|--|---|--|
| <p>STAGE DECORATION/ PREPARATION</p> | <p>Rosalio P. Arangco -Chairman Everardo Calopez -Co-Chairman Members: Daphne Silvestre Francis Malatamban Julieta P. Alas Barbra Joey P. Moreno Liliosa T. Castor Arlene Estrada Annie Rose R. Arangco Edelina M. Ebor Jenny Ben M. Dacalanio</p> | <ul style="list-style-type: none"> • Prepare the stage decoration for the event and remove the decoration after the event. • Coordinate the school principal for the Preparation of the stage. • hang for the back drop • Does other Related tasks |
| <p>HALL / PREPARATION</p> | <p>Ferdinand V. Mortera-Chairman Romulo Sarmiento - Co-Chairman Valentino Ebor -Member Gregory Paul Lucero -Member Bobie T. Castor -Member Irene Bilisario - Member Gerlinda Taghap - Member Nova Marie M. Cagaan- Member</p> | <ul style="list-style-type: none"> • Coordinate the school principal for the Preparation of hall, table and chairs • Arrangement of Tables, skirting etc. • Clean the area before and after the event. • Does other Related tasks |
| <p>LIGHTS AND SOUNDS /TARPAULIN/DLP</p> | <p>Kervi Don Abedanio -Chairman Xian April Jude Alas -Member</p> | <ul style="list-style-type: none"> • Set -up ICT Equipment and sound system • Facilitate the set-up • Lay out- Tarp design for the event • Does other Related tasks |
| <p>FOOD COMMITTEE</p> | <p>Imelda Bentillo -Chairman Rosie A. Salupado - Co-Chairman Engr. Leslie Fontanilla- Member Rhysa Cyle C. Rosalejos- Member</p> | <ul style="list-style-type: none"> • Follow up meals, and snacks and provision of drinking water/coffee for the presidential table. • Coordinate menu from the districts • Does other Related tasks |

Prepared By:

VICENTE G. SANMIGUEL, MAT

Event In charge, Education Program Specialist II-HRD