

DEFED MALAYEALAY CITY DIVISION RELEASED

DATE: DEC 0 4 2019

Department of Education

DIVISION OF MALAYBALAY CITY

DIVISION No.	MEMORANDUM 440, s. 2019	
TO:	Assistant Schools Division Superintendent Chief Education Supervisors SGOD and CID All Others Concerned This Division	
FROM:	VICTORIA V. GAZO, PhD, CESO V Schools Division Superintendent	
DATE:	December 3, 2019	

1. Relative to the conduct of the 2019 ICON Awards Night scheduled on December 16, 2019 at 6:00-10:00 pm at Hotel De Susana, Bagontaas, Valencia City, this Office informs the field of the working committees. Committee chairman are advised to attend the committee meeting on December 5, 2019 at 10:00am at Veranda, Casisang Malaybalay City.

ICON AWARDS COMMITTEE COORDINATION MEETING

- 2. Committee Chairperson are advised to conduct their committee meetings in their respective for smooth functioning of their committees.
- 3. Complete list of the different committees is enclosed for reference.
- 4. For clarification and information, contact Vince G. Sanmiguel, Senior Education Program Specialist, Planning and Research Section at 09778091156.

Copy furnished:
Records Unit
Planning & Research Section
To be posted in the website.

PRS/vince

SUBJECT:

Committees	Composition	Function
Over-all Steering Committee	Chair: Victoria V. Gazo, PhD, CESO V Co-Chair Sunny Ray F. Amit Lorenzo O. Capacio, EdD Ralph T. Quirog Members: Vicente G. San Miguel, EdD Woodrow Wilson Merida Edelina M. Ebora Rhysa Cyle M. Rosalejos Jutchel L. Nayra, DPA Sibyl L. Maputi	 Supervise the whole event preparation. Plan out and Oversee the whole activity
Technical Working Committees / Program	Chair: Edelina M. Ebora Co-Chair Rhysa Cyle M. Rosalejos Woodrow Wilson Merida Members: Don Deximo Joseph Garcia Pamela Astudillo Emcee Jigg RL V. Gonzales	Manage the flow of the whole event and serves as lookout of the event's whole needs.
Secretariat	Chair: Guia Ma. Villahermosa Co-Chair Ruel Brigole Members: Identified Personnel Staff	Collect and gather the attendance of the activity.
Hall Preparation	Chair: Engr. Leslie Fontanilla Co-Chair: Jutchel L. Nayra, DPA Member: Vergiller Gomez	 Plan out the setting arrangement Coordinate with the Venue in charge of the setting of the venue. Facilitate the Hall preparation and readiness of the event.
Decoration/ Backdrop	Chair: Sibyl L. Maputi Co-Chair: Susan S. Olana, PhD	 Facilitate the event ambiance in setting-up the stage Schedule the decoration set-up in the venue
Invitation and Communication	Chair: Rachel R. Valde Co-Chair: Manuel Dinlayan III Ma. Concepcion Reyes Analy Ocier Imelda Bentillo	Prepares the program, invitation to the honored guest, stakeholders and awardees.
Awards	Chair: Vicente G. Sanmiguel, EdD Co-Chair: Mary Gladys Dublas Marsfifth M. Mamawag Members: PSDS & EPS	 Secure the evaluation sheet of the actual awardees in each category Prepares the awards with the citation.
Peace & Order	Chair: Luis Alajar Members: PSDS	 Coordinate with the Philippine National Police to secure the event venue.

		Provide security for the whole event.
Usherettes/Urshers	Chair: Pamela Astudillo Co-Chair: Sunshine C. Gamboa Members: identified OSD Personnel	 Assure that visitors are in place Assist the arrangement of the visitors and awardees
Food and Refreshments	Chair: Florabelle R. Porras Co-Chair: Rufelia J. Limbengco Member: Alma Molina	➤ Facilitate the distribution of the snacks and meals
Restoration (Cleanliness & Maintenance)	Chair: Marcosjulita K. Fulgencio Co-Chair: Nancy L. Dequito Members: Mary Larcy B. Pojas Jennifer Lincuna Hazel M. Rusiana Keziah Fatima M. Un	 Lead the maintenance and cleanliness of the venue See to it that all the garbage from the event is properly dispose after the event.
Light and Sounds/ Video Production/ (actual presentation)	Chair: Paul Arias Co-Chair: Atty. Wincerbogne Pesisano Members: Gretchen V. Catane Dindo M. Gabales Romulo L. Ongkiatco Jade Grace Cabaňelez	 Facilitate the photoshoot sessions of the finalist and awardees. Produce video presentation during the awards proper. Operate the sound system
Documentation (Photoshoot):	Chair: Jimdandy Lucine Co-Chair: Edelina M. Ebora Pat Padua Members: Vicente G. San Miguel	To prepare photos to be shown during the event.
Monitoring and Evaluation:	Chair: Mary Gladys Dublas Co-Chair: Lucile Cahucom	 Monitor the whole floe of the program Evaluation the conduct of the program using the tool.
Performers	Chair: Rhysa Cyle C. Rosalejos	> Provide songs of the event
	Division Band Coordinator: Rhysa Cyle C. Rosalejos Asst. Coordinator: Romel Jabonero, EdD Member: Deximo, Don Phoebe Bascones	Lead the singing for the Preliminaries
	CNHS Dance Troupe Facilitator: Renchel Gimarangan	Serve as dancers and back-ups of the presentation